ST/IC/2016/1

United Nations

Index to administrative issuances

January 2016

Please recycle

Introduction

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 2015. It also includes a subject index and an alphabetical index. The index is issued annually.[1]

2. The index comprises the following sections:

(a) **ST/SGB/- series.** These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) **ST/AI/- series.** These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins and set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) **Subject and alphabetical indexes.** The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the Official Document System and is included in the Human Resources Handbook.

4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Policy and Conditions of Service Section, Office of Human Resources Management, Secretariat Building, Room S-1911, New York, N.Y. 10017. They can also be sent by fax to 212 963 3898.

---

[1] The index to information circulars is contained in ST/IC/2016/2.

1 January 2016

Contents

A. Administrative issuances, by alphanumeric symbol 7

I. Issuances under Secretary-General's bulletin ST/SGB/2009/4 7

1. Secretary-General's bulletins 2015 7
2. Secretary-General's bulletins 2014 7
3. Secretary-General's bulletins 2013 7
4. Secretary-General's bulletins 2012 8
5. Secretary-General's bulletins 2011 8
6. Secretary-General's bulletins 2010 8
7. Secretary-General's bulletins 2009 9
8. Secretary-General's bulletins 2008 10
9. Secretary-General's bulletins 2007 10
10. Secretary-General's bulletins 2006 11
11. Secretary-General's bulletins 2005 11
12. Secretary-General's bulletins 2004 12
13. Secretary-General's bulletins 2003 13
14. Secretary-General's bulletins 2002 13
15. Secretary-General's bulletins 2001 14
16. Secretary-General's bulletins 2000 14
17. Secretary-General's bulletins 1999 15
18. Secretary-General's bulletins 1998 16
19. Secretary-General's bulletins 1997 16
20. Administrative instructions 2015 16
21. Administrative instructions 2014 17
22. Administrative instructions 2013 17
23. Administrative instructions 2012 17
24. Administrative instructions 2011 17
25. Administrative instructions 2010 18
26. Administrative instructions 2009 19
27. Administrative instructions 2008 19

28. Administrative instructions 2007 19
29. Administrative instructions 2006 19
30. Administrative instructions 2005 19
31. Administrative instructions 2004 20
32. Administrative instructions 2003 20
33. Administrative instructions 2002 21
34. Administrative instructions 2001 21
35. Administrative instructions 2000 21
36. Administrative instructions 1999 22
37. Administrative instructions 1998 23
38. Administrative instructions 1997 23

II. Issuances under Secretary-General's bulletin ST/SGB/100 23
1. Secretary-General's bulletins 23
2. Administrative instructions 26

B. Subject index to administrative issuances 31
I. Buildings, premises and security 31
1. Buildings and premises 31
2. Garage 31
3. Passes 31
4. Safety 31
5. Security 31
II. Claims 32
III. Communications, archives and records 32
1. Archives and records 32
2. Communications, correspondence and mailing 32
3. Pouch 33
IV. Conferences 33
V. Documents and publications 33
1. General 33
2. Regulations for the control and limitation of documentation 33
VI. Finance 34
1. Financial arrangements 34
2. General 34

3. Financial regulations and rules 35
4. Revenue-producing activities 36
5. Trust funds and special accounts 36

VII. General office procedures 36

VIII. Human resources 37
1. Administration-staff relations 37
2. Allowances, entitlements and grants 37
3. Appeals 38
4. Appointments, placement and promotion 38
5. Attendance, leave and working hours 40
6. Delegation of authority 40
7. Duties and obligations 41
8. Job classification system 41
9. General 41
10. Medical and other insurance 42
11. Pensions, post-retirement services and employment beyond retirement 43
12. Post adjustment 43
13. Salary scales and payments 43
14. Staff regulations and rules 43
15. Training, career development and examinations 43
16. United States taxes 44
17. Visas 44

IX. Library 44

X. Missions 44

XI. Organizational structure 45
1. General 45
2. Institutes 45
3. Secretariat departments and units 45
4. Secretariat boards and committees 47
5. Units servicing voluntary programmes 48

XII. Property and supplies 48
1. Property control 48
2. General 48

XIII. Protocol 49
XIV. Travel and transportation 49
1. Automobiles, baggage and customs 49
2. Expenses 49
3. General 49
C. Alphabetical index to administrative issuances 50

A. Administrative issuances, by alphanumeric symbol

I. Issuances under Secretary-General's bulletin ST/SGB/2009/4[2]

1. Secretary-General's bulletins 2015

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2015/1	9/4/15	Delegation of authority in the administration of the Staff Regulations and Staff Rules	Annex I to ST/AI/234/Rev.1
ST/SGB/2015/2	2/6/15	Abolition of obsolete administrative issuances	
ST/SGB/2015/3	22/7/15	Organization of the Secretariat of the United Nations	
ST/SGB/2015/4	1/7/15	Supplement to the Financial Regulations and Rules of the United Nations	See also ST/SGB/2013/4

2. Secretary-General's bulletins 2014

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2014/1	1/1/14	Staff Rules and Staff Regulations of the United Nations	
ST/SGB/2014/2	1/1/14	Staff Regulations	
ST/SGB/2014/3	19/6/14	Employment and accessibility for staff members with disabilities in the United Nations Secretariat	

3. Secretary-General's bulletins 2013

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2013/1	3/1/13	Organization of the Office of Central Support Services	See also ST/SGB/2010/9
ST/SGB/2013/2	16/4/13	Management Performance Board	See also ST/SGB/2005/16, as amended by ST/SGB/2006/14
ST/SGB/2013/4	1/7/13	Financial Regulations and Rules of the United Nations	See also ST/SGB/2015/4 and ST/AI/2004/1
ST/SGB/2013/5	5/8/13	Organization of the Department of Safety and Security	See also ST/SGB/2015/3

[2] A new system for administrative issuances entered into force in accordance with Secretary-General's bulletin ST/SGB/2009/4.

4. Secretary-General's bulletins 2012

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2012/2	29/3/12	Publications Board	See also ST/AI/2001/5
ST/SGB/2012/3	20/7/12	International Criminal Tribunals: Information sensitivity, classification, handling and access	See also ST/SGB/2007/5 and ST/SGB/2007/6
ST/SGB/2012/4	27/7/12	Senior Management Group	See also ST/SGB/2005/16

5. Secretary-General's bulletins 2011

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2011/2	1/1/11	Authority of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) in matters relating to human resources management	
ST/SGB/2011/3 and Amend.1	16/3/11 16/11/11	Management Committee	See also ST/SGB/2005/16, as amended by ST/SGB/2006/14
ST/SGB/2011/4	20/7/11	Organization of the Office of Human Resources Management	See also ST/SGB/2015/3 and ST/SGB/2010/9
ST/SGB/2011/5	8/9/11	Performance Management and Development Learning Programme for Managers and Supervisors	See also ST/AI/2010/5
ST/SGB/2011/6/ Rev.1	11/7/13	Staff-Management Committee	See also ST/AI/2014/3
ST/SGB/2011/7	29/9/11	Central review bodies	See also ST/AI/2010/3 and Amend.1 and 2
ST/SGB/2011/8	3/10/11	Senior Review Group	
ST/SGB/2011/9	18/10/11	Continuing appointments	See also ST/AI/2012/3
ST/SGB/2011/10	19/10/11	Young professionals programme	See also ST/AI/2012/2/Rev.1 and ST/AI/2001/7/Rev.1

6. Secretary-General's bulletins 2010

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2010/1	5/2/10	Organization of the Department of Peacekeeping Operations	See also ST/SGB/2015/3 and ST/SGB/2009/13 and Corr.1
ST/SGB/2010/2	4/3/10	Organization of the Department of Field Support	See also ST/SGB/2015/3, ST/SGB/2010/9, ST/SGB/2009/13 and ST/SGB/2010/1

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2010/3	7/4/10	Organization and terms of reference of the Office of Administration of Justice	See also ST/SGB/2015/3
ST/SGB/2010/5	23/4/10	Establishment and operation of the Central Emergency Response Fund	See also ST/SGB/2009/4
ST/SGB/2010/7	2/8/10	Organization of the secretariat of the Economic and Social Commission for Western Asia	See also ST/SGB/2015/3
ST/SGB/2010/8/Rev.1	24/5/12	United Nations Memorial and Recognition Fund	See also ST/AI/2010/1
ST/SGB/2010/14	6/12/10	Organization of the Department of Management	See also ST/SGB/2015/3

7. Secretary-General's bulletins 2009

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2009/1	16/1/09	Authority of the United Nations Office for Project Services in matters relating to human resources management	
ST/SGB/2009/3	1/3/09	Organization of the United Nations Office at Nairobi	See also ST/SGB/2015/3, ST/SGB/2002/14 and ST/SGB/2006/13
ST/SGB/2009/4	18/12/09	Procedures for the promulgation of administrative issuances	
ST/SGB/2009/9	22/6/09	Learning and development policy	
ST/SGB/2009/10	23/6/09	Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009	
ST/SGB/2009/11	24/6/09	Transitional measures related to the introduction of the new system of administration of justice	
ST/SGB/2009/12	1/8/09	Records and archives of the United Nations Monitoring Verification and Inspection Commission	
ST/SGB/2009/13 and Corr.1	1/10/09	Organization of the Department of Political Affairs	See also ST/SGB/2015/3
ST/SGB/2009/14	18/12/09	Organization of the United Nations Office for Partnerships	See also ST/SGB/2015/3

8. Secretary-General's bulletins 2008

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2008/5	11/2/08	Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority	See also ST/SGB/2008/14
ST/SGB/2008/6	28/4/08	United Nations Exhibits Committee	See also ST/AI/416 and ST/AI/2008/1
ST/SGB/2008/8	27/6/08	Organization of the Office for Disarmament Affairs	See also ST/SGB/2015/3
ST/SGB/2008/9	27/6/08	Organization of the secretariat of the Economic Commission for Europe	See also ST/SGB/2015/3
ST/SGB/2008/11	1/8/08	Joint Negotiation Committee for the Field	
ST/SGB/2008/12	1/8/08	Departmental focal points for women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/2008/13	1/8/08	Organization of the Office of Legal Affairs	See also ST/SGB/2015/3
ST/SGB/2008/14	27/10/08	Joint Harassment Prevention Boards	See also ST/SGB/2008/5

9. Secretary-General's bulletins 2007

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2007/5	12/2/07	Record-keeping and the management of United Nations archives	See also ST/SGB/2004/15 and ST/SGB/2007/6
ST/SGB/2007/6	12/2/07	Information sensitivity, classification and handling	See also ST/SGB/2007/5
ST/SGB/2007/7	15/2/07	Organization of the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	See also ST/SGB/2015/3
ST/SGB/2007/9	15/6/07	Joint Negotiation Committee at Headquarters	
ST/SGB/2007/10	29/6/07	Records of the United Nations Compensation Commission	See also ST/SGB/2007/5 and ST/SGB/2007/6

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2007/11 and Amend.1	30/11/07 16/4/13	United Nations system-wide application of ethics: separately administered organs and programmes	See also ST/SGB/2005/22 and ST/SGB/2005/21
ST/SGB/2007/12	1/12/07	HIV/AIDS in the Workplace Orientation Programme	See also ST/SGB/2003/18

10. Secretary-General's bulletins 2006

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2006/5	22/3/06	Acceptance of pro bono goods and services	
ST/SGB/2006/6	10/4/06	Financial disclosure and declaration of interest statements	
ST/SGB/2006/7	31/5/06	Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/AI/2006/2
ST/SGB/2006/13	1/12/06	Organization of the secretariat of the United Nations Environment Programme	See also ST/SGB/2015/3 and ST/SGB/2009/3
ST/SGB/2006/14	8/12/06	Amendment to Secretary-General's bulletin ST/SGB/2005/16 on new mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/2005/16 and ST/SGB/2011/3
ST/SGB/2006/15	26/12/06	Post-employment restrictions	
ST/SGB/2006/16 and Amend.1 Amend.2 Amend.3 Amend.4	22/12/06 26/9/08 29/11/10 2/11/11 24/12/12	Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme	

11. Secretary-General's bulletins 2005

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2005/7	13/4/05	Designation of staff members performing significant functions in the management of financial, human and physical resources	
ST/SGB/2005/9	2/5/05	Organization of the Department for General Assembly and Conference Management	See also ST/SGB/2015/3

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2005/10	2/5/05	Establishment of a Senior Advisory Board on Services to the Public	
ST/SGB/2005/11	29/4/05	Organization of the secretariat of the Economic and Social Commission for Asia and the Pacific	See also ST/SGB/2015/3
ST/SGB/2005/12	29/4/05	Organization of the secretariat of the Economic Commission for Africa	See also ST/SGB/2015/3
ST/SGB/2005/16	22/8/05	New mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/2006/14 and ST/SGB/2011/3
ST/SGB/2005/17	12/9/05	Integrity awareness initiative	
ST/SGB/2005/20	28/11/05	Prevention of workplace harassment, sexual harassment and abuse of authority	See also ST/SGB/2008/5 and ST/SGB/2008/14
ST/SGB/2005/21	19/12/05	Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	
ST/SGB/2005/22	29/12/05	Ethics Office — establishment and terms of reference	

12. Secretary-General's bulletins 2004

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2004/5	15/3/04	Organization of the United Nations Office at Vienna	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, and ST/SGB/2004/6
ST/SGB/2004/6	15/3/04	Organization of the United Nations Office on Drugs and Crime	See also ST/SGB/2015/3, ST/SGB/2004/5, ST/SGB/240 and ST/SGB/388
ST/SGB/2004/9	1/6/04	Independent inquiry into the oil-for-food programme	
ST/SGB/2004/10	28/5/04	Authority of the United Nations Population Fund in matters relating to human resources	
ST/SGB/2004/11	9/8/04	Payment of insurance proceeds under the malicious acts insurance policy	

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2004/13/ Rev.1	26/6/14	Personal status for purposes of United Nations entitlements	
ST/SGB/2004/15	29/11/04	Use of information and communication technology resources and data	

13. Secretary-General's bulletins 2003

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2003/4	24/1/03	Flexible working arrangements	
ST/SGB/2003/6	23/4/03	Office of the Special Adviser on Africa	See also ST/SGB/2015/3
ST/SGB/2003/9	11/8/03	Non-smoking policy at United Nations Headquarters, New York	
ST/SGB/2003/13	9/10/03	Special measures for protection from sexual exploitation and sexual abuse	See also ST/SGB/1999/13, ST/SGB/2008/5 and ST/SGB/2008/14
ST/SGB/2003/14	25/10/03	Policy on breastfeeding	
ST/SGB/2003/16	21/11/03	Organization of the Office of Programme Planning, Budget and Accounts	See also ST/SGB/2015/3 and ST/SGB/2010/9
ST/SGB/2003/17	21/11/03	Information and Communications Technology Board	See also ST/AI/2005/10 and ST/SGB/2004/15
ST/SGB/2003/18	1/12/03	Policy on HIV/AIDS in the workplace	See also ST/SGB/1999/17 and ST/SGB/2007/12
ST/SGB/2003/19	9/12/03	Basic security in the field: staff safety, health and welfare (interactive online learning)	

14. Secretary-General's bulletins 2002

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2002/5	23/4/02	Introduction of a new staff selection system	See also ST/AI/2010/3 and Amend.1 and 2
ST/SGB/2002/7	16/5/02	Organization of the Office of Internal Oversight Services	See also ST/SGB/273
ST/SGB/2002/8	5/6/02	Evacuation procedures for the United Nations Headquarters complex	
ST/SGB/2002/9	18/6/02	Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission	See also ST/SGB/2002/13

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2002/12	15/10/02	Office of the Ombudsman — appointment and terms of reference of the Ombudsman	
ST/SGB/2002/13	1/11/02	Status, basic rights and duties of United Nations staff members	See also ST/SGB/2002/9
ST/SGB/2002/14	22/11/02	Organization of the secretariat of the United Nations Human Settlements Programme	See also ST/SGB/2009/3
ST/SGB/2002/17	31/12/02	Amendment to the Secretary-General's bulletin on the implementation of the report of the Panel on United Nations Peace Operations — filling of new posts (ST/SGB/2001/4)	See also ST/SGB/2001/4
ST/SGB/2002/18	31/12/02	New nomenclature for staff of the United Nations	

15. Secretary-General's bulletins 2001

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2001/4	12/4/01	Implementation of the report of the Panel on United Nations Peace Operations — filling of new posts	See also ST/SGB/2002/17
ST/SGB/2001/7	28/8/01	Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	

16. Secretary-General's bulletins 2000

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2000/4	24/1/00	Organization of the United Nations Office at Geneva	See also ST/SGB/2015/3
ST/SGB/2000/5	7/2/00	Organization of the secretariat of the Economic Commission for Latin America and the Caribbean	See also ST/SGB/2015/3
ST/SGB/2000/6	17/2/00	Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	See also ST/SGB/2015/3

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2000/8	19/4/00	Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	
ST/SGB/2000/11	22/5/00	Visa Committee	
ST/SGB/2000/15 and Amend.1	1/12/00 18/10/11	Regulations for the United Nations Dag Hammarskjöld Medal	See also ST/SGB/119/Rev.1
ST/SGB/2000/16	13/12/00	Abolition of obsolete administrative issuances	See also ST/SGB/1999/11

17. Secretary-General's bulletins 1999

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/1999/4	20/5/99	Family and child support obligations of staff members	See also ST/AI/2000/12
ST/SGB/1999/6	8/6/99	Commission for Historical Clarification	
ST/SGB/1999/8	22/6/99	Organization of the Office for the Coordination of Humanitarian Affairs	See also ST/SGB/2015/3
ST/SGB/1999/9	24/6/99	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/1999/10	30/6/99	Organization of the Department of Public Information	See also ST/SGB/2015/3
ST/SGB/1999/11	30/6/99	Abolition of obsolete administrative issuances and information circulars	See also ST/SGB/2000/16
ST/SGB/1999/13	6/8/99	Observance by United Nations forces of international humanitarian law	
ST/SGB/1999/15	13/10/99	Organizational competencies for the future	See also ST/SGB/1998/6
ST/SGB/1999/17	30/11/99	United Nations personnel policy on HIV/AIDS	
ST/SGB/1999/18	15/12/99	Performance Appraisal System	See also ST/AI/2010/5

18. Secretary-General's bulletins 1998

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/1998/1	15/1/98	Organization of the secretariat of the United Nations Conference on Trade and Development	See also ST/SGB/2015/3
ST/SGB/1998/6	31/3/98	Building the future	See also ST/SGB/1999/15
ST/SGB/1998/9	27/4/98	Organization of the Office of the United Nations High Commissioner for Refugees	See also ST/SGB/2015/3
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	See also ST/SGB/2015/3

19. Secretary-General's bulletins 1997

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/1997/2	28/5/97	Information circulars	
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	See also ST/SGB/2015/3
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	See also ST/SGB/2015/3

20. Administrative instructions 2015

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2015/1	2/3/15	Excess baggage, shipments and insurance	
ST/AI/2015/2	12/3/15	Home leave	
ST/AI/2015/3	1/4/15	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
ST/AI/2015/4	4/6/15	Management of property	
ST/AI/2015/5	23/12/15	Sabbatical leave programme	See also ST/SGB/2009/9

21. Administrative instructions 2014

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2014/1	13/1/14	United Nations internship programme	
ST/AI/2014/2	16/4/14	System of daily subsistence allowance	
ST/AI/2014/3	24/6/14	Staff-Management Committee	See also ST/SGB/2011/6/Rev.1

22. Administrative instructions 2013

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2013/1 and Corr.1	22/4/13 13/6/13	Administration of fixed-term appointments	
ST/AI/2013/2 and Corr.1	30/8/13 10/6/15	Rental subsidies and deductions	
ST/AI/2013/3 and Amend.1	12/8/13	Official travel	See also ST/SGB/107/Rev.6
ST/AI/2013/4	19/12/13	Consultants and individual contractors	See also ST/SGB/177
ST/AI/2013/5	1/4/14	Participants in advisory meetings	See also ST/SGB/177

23. Administrative instructions 2012

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2012/1	27/4/12	Assignment grant	
ST/AI/2012/2/Rev.1	7/11/13	Young professionals programme	See also ST/SGB/2011/10
ST/AI/2012/3	14/8/12	Administration of continuing appointments	See also ST/SGB/2011/9

24. Administrative instructions 2011

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2010/4/Rev.1	26/10/11	Administration of temporary appointments	See also ST/AI/2011/6 and Amend.1, ST/AI/2011/7 and Amend.1 and ST/AI/2000/6 and Amend.1
ST/AI/2011/3	14/4/11	Medical clearances	
ST/AI/2011/4 and Amend.1 Amend.2	27/5/11 30/12/11 31/3/14	Education grant and special education grant for children with a disability	See also ST/AI/2000/6 and Amend.1

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2011/5	2/6/11	Dependency status and dependency benefits	
ST/AI/2011/6 and Amend.1	27/6/11 30/12/11	Mobility and hardship scheme	See also ST/AI/2001/1
ST/AI/2011/7 and Amend.1 Amend.2	28/6/11 28/12/11 23/7/12	Rest and recuperation	See also ST/AI/1997/6 and Amend.1
ST/AI/2011/8	28/7/11	Review committees on contracts	See also ST/AI/2004/1
ST/AI/2011/9	1/8/11	Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency	See also ST/AI/155/Rev.2 and Amend.1 and ST/AI/2000/10

25. Administrative instructions 2010

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2010/1	14/1/10	Reporting, retaining and disposing of honours, decorations, favours, gifts or remuneration from governmental and non-governmental sources	See also ST/AI/2000/13
ST/AI/2010/2	1/3/10	Request for rectification of date of birth or of other personal data	
ST/AI/2010/3 and Amend.1 Amend.2	21/4/10 29/6/12 16/12/13	Staff selection system	See also ST/AI/2000/1, as amended by ST/AI/2003/1, ST/AI/2001/7/Rev.1, ST/AI/2012/2/Rev.1, ST/AI/2010/4/Rev.1, ST/SGB/2005/7 and ST/SGB/2011/8
ST/AI/2010/4/Rev.1	26/10/11	Administration of temporary appointments	See also ST/SGB/2009/4
ST/AI/2010/5 and Corr.1	30/4/10 12/5/10	Performance Management and Development System	See also ST/SGB/2011/5
ST/AI/2010/6	20/5/10	Road and driving safety	
ST/AI/2010/10	25/8/10	Upgrading of substantive and technical skills	See also ST/SGB/2009/9, ST/SGB/274 and ST/SGB/2003/4

26. Administrative instructions 2009

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2009/1	30/11/09	Recovery of overpayments made to staff members	See also ST/AI/2004/3 and ST/SGB/2009/4

27. Administrative instructions 2008

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2008/1	28/4/08	Exhibits in publicly accessible areas at Headquarters in New York	See also ST/SGB/2008/6 and ST/AI/416

28. Administrative instructions 2007

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2007/2	23/5/07	Managed reassignment programme	
ST/AI/2007/3	1/7/07	After-service health insurance	

29. Administrative instructions 2006

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2006/1	1/8/06	Policy on the provision and use of official cars	See also ST/AI/2013/3 and Amend.1
ST/AI/2006/2	31/5/06	Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/SGB/2006/7 and ST/SGB/2004/15

30. Administrative instructions 2005

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2005/1	29/3/05	Administrative instruction amending administrative instruction ST/AI/1999/13 (Recording of attendance and leave)	See also ST/AI/1999/13
ST/AI/2005/2 and Amend.1	6/5/05 3/11/14	Family leave, maternity leave and paternity leave	
ST/AI/2005/3 and Amend.1	6/5/05 21/11/07	Sick leave	
ST/AI/2005/5	31/5/05	Administrative instruction amending administrative instruction ST/AI/400	See also ST/AI/400 and ST/SGB/2009/4

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2005/6	31/5/05	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6
ST/AI/2005/10	8/8/05	Information and communication technology initiatives	See also ST/SGB/2003/17 and ST/SGB/2004/15
ST/AI/2005/11	31/8/05	Administrative instruction amending administrative instruction ST/AI/2000/9	See also ST/AI/2000/9

31. Administrative instructions 2004

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2004/1	8/3/04	Delegation of authority under the Financial Regulations and Rules of the United Nations	
ST/AI/2004/3	29/9/04	Financial responsibility of staff members for gross negligence	See also ST/AI/2009/1

32. Administrative instructions 2003

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2003/1	27/1/03	Administrative instruction amending administrative instruction ST/AI/2000/1 (Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills)	See also ST/AI/2000/1
ST/AI/2003/2	30/1/03	Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	See also ST/AI/372
ST/AI/2003/3	21/3/03	Special post allowance for field mission staff	
ST/AI/2003/4	21/3/03	Administrative instruction amending administrative instruction ST/AI/401 (Personnel arrangements for the Office of Internal Oversight Services)	See also ST/AI/401
ST/AI/2003/8 and Amend.1 Amend.2	13/11/03 17/3/06 2/2/09	Retention in service beyond the mandatory age of separation and employment of retirees	

33. Administrative instructions 2002

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2002/5	7/6/02	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6 and ST/AI/2005/6
ST/AI/2002/6	27/9/02	Life insurance	
ST/AI/2002/8 and Amend.1	27/12/02 27/8/08	Official hospitality	

34. Administrative instructions 2001

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2001/1	8/2/01	Currency and modalities of payment of salaries and allowances	
ST/AI/2001/3	4/5/01	Administrative instruction amending administrative instruction ST/AI/259/Rev.10 (Salary differential)	See also ST/AI/259/Rev.10
ST/AI/2001/4	5/6/01	Disposal of computer equipment at United Nations Headquarters	
ST/AI/2001/5	22/8/01	United Nations Internet publishing	
ST/AI/2001/6	24/7/01	Administrative instruction amending administrative instruction ST/AI/342 (Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243)	See also ST/AI/342
ST/AI/2001/7/Rev.1	10/5/13	Managed Reassignment Programme for staff in the Professional category at the P-2 level recruited through the national competitive examination or the General Service to Professional category examination	See also ST/AI/2012/2/Rev.1

35. Administrative instructions 2000

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2000/1	12/1/00	Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	
ST/AI/2000/3	4/4/00	Overtime compensation for staff members in the Field Service category at established missions	

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2000/5	15/5/00	Repatriation grant	
ST/AI/2000/6 and Amend.1	25/5/00 24/11/06	Special entitlements for staff members serving at designated duty stations	
ST/AI/2000/10	21/9/00	Medical evacuation	
ST/AI/2000/12	25/10/00	Private legal obligations of staff members	See also ST/SGB/1999/4
ST/AI/2000/13	25/10/00	Outside activities	
ST/AI/2000/15 and Amend.1	27/11/00 31/10/07	Family visit travel	See also ST/AI/2013/3 and Amend.1
ST/AI/2000/19	18/12/00	Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States	

36. Administrative instructions 1999

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/1999/1 and Amend.1	1/2/99 28/1/14	Delegation of authority in the administration of the Staff Rules	See also ST/SGB/2015/1 and ST/AI/234/Rev.1 and Amend.1 and 2
ST/AI/1999/2	13/5/99	Language proficiency and language incentives	
ST/AI/1999/6	28/5/99	Gratis personnel	
ST/AI/1999/9	21/9/99	Special measures for the achievement of gender equality	See also ST/SGB/282
ST/AI/1999/13	9/11/99	Recording of attendance and leave	See also ST/AI/2005/1
ST/AI/1999/16	28/12/99	Termination of appointment for reasons of health	
ST/AI/1999/17 and Amend.1	23/11/99 30/1/06	Special post allowance	

37. Administrative instructions 1998

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/1998/1	28/1/98	Payment of income taxes to United States tax authorities	
ST/AI/1998/4	10/2/98	Competitive examinations for the placement of General Service and related categories in particular occupational groups	
ST/AI/1998/7 and Amend.1	23/3/98	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	
ST/AI/1998/9 and Corr.1 (English only)	6/10/98 29/12/98	System for the classification of posts	

38. Administrative instructions 1997

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/1997/6	20/10/97	Mission subsistence allowance	See also ST/AI/2002/5 and ST/AI/2005/6

II. Issuances under Secretary-General's bulletin ST/SGB/100

1. Secretary-General's bulletins

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/Staff Rules/ Appendix D/Rev.1/ Amend.1	1/1/66 8/1/76	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	
ST/SGB/ UNFICYP/1	25/4/64	Regulations for the United Nations Peacekeeping Force in Cyprus	
ST/SGB/103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	
ST/SGB/107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/119/Rev.1	16/2/66	Regulations for the United Nations medal	See also ST/SGB/2000/15 and Amend.1
ST/SGB/125/Rev.1 and Amend.1 Rev.2 (Spanish only)	21/5/63 31/12/63 27/2/64	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/126 and Amend.1	1/8/63 15/6/73	United Nations Research Institute for Social Development	
ST/SGB/127 and Amend.1	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
ST/SGB/132	1/67	United Nations Flag Code and Regulations	
ST/SGB/135	26/12/69	Access to League of Nations archives	
ST/SGB/136	1/2/71	Preservation and disposition of gifts and historical items	
ST/SGB/152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
ST/SGB/160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/342, ST/AI/2013/3 and Amend.1 and ST/AI/2001/6
ST/SGB/172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274
ST/SGB/177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/SGB/283, ST/AI/2010/4/Rev.1 and ST/AI/327
ST/SGB/188	1/3/82	Establishment and management of trust funds	See also ST/AI/284, ST/AI/285 and ST/AI/286

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/198	10/12/82	Security, safety and independence of the international civil service	See also ST/AI/299
ST/SGB/201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212
ST/SGB/205	14/6/84	Regional Commissions Liaison Office	
ST/SGB/209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
ST/SGB/212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
ST/SGB/214	17/1/86	International Research and Training Institute for the Advancement of Women	
ST/SGB/230	8/3/89	Resolution of tort claims	
ST/SGB/240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/2004/6 and ST/SGB/2015/4
ST/SGB/242	26/6/91	United Nations archives and records management	See also ST/SGB/2007/5
ST/SGB/259	2/7/93	Wearing of grounds passes	See also ST/AI/333 and ST/AI/387
ST/SGB/267	15/11/93	Placement and promotion	
ST/SGB/269	10/1/94	Secure telecommunications equipment	
ST/SGB/273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/SGB/2002/7, ST/AI/397 and ST/AI/401 (as amended by ST/AI/2003/4)
ST/SGB/274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172
ST/SGB/275	22/12/94	Health and Life Insurance Committee at Headquarters	
ST/SGB/276	27/4/95	Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee	

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/277	19/5/95	Policy governing assignment to and return from mission detail	See also ST/AI/404
ST/SGB/282	5/1/96	Policies to achieve gender equality in the United Nations	See also ST/SGB/2008/12 and ST/AI/1999/9
ST/SGB/283	29/8/96	Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	See also ST/SGB/177

2. Administrative instructions

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/2015/4
ST/AI/104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
ST/AI/105	3/9/54	Maintenance of personnel record cards	
ST/AI/108	24/2/55	Annual inspection of official status files	See also ST/AI/292
ST/AI/118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
ST/AI/145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also ST/AI/387 and ST/AI/416
ST/AI/149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects attributable to service	
ST/AI/155/Rev.2 and Amend.1	31/8/90 13/12/90	Personnel payroll clearance action	
ST/AI/189	7/11/69	Regulations for the control and limitation of documentation	
ST/AI/189/Add.2 and Amend.2	15/9/71 25/8/08	Covers and title pages of publications	
ST/AI/189/Add.3/Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/271 and ST/AI/341
ST/AI/189/Add.4/Rev.1	20/1/97	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/189/Add.5/ Rev.2	23/2/87	Stock review and disposal: official records and publications	
ST/AI/189/Add.6/ Rev.5	22/8/08	Attribution of authorship in United Nations documents, publications and other official papers	
ST/AI/189/Add.7	30/9/71	Documentation workload estimates	
ST/AI/189/Add.8/ Rev.1	15/3/77	Requests for document services	
ST/AI/189/Add.9/ Rev.2 and Add.2	17/9/87 25/2/92	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/ Rev.1 on an experimental basis; see also ST/AI/189/Add.27
ST/AI/189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/271
ST/AI/189/Add.11/ Rev.2	18/8/95	Principles governing United Nations depository libraries	
ST/AI/189/Add.12/ Rev.1	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	
ST/AI/189/Add.13/ Rev.1	22/12/73	Reissue of out-of-stock material	
ST/AI/189/Add.14/ Rev.1	17/9/79	External publishing of United Nations manuscripts	
ST/AI/189/Add.15/ Rev.1	30/6/92	Pricing of United Nations publications	
ST/AI/189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
ST/AI/189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
ST/AI/189/Add.19/ Rev.1	11/2/97	Newsletters and other information materials in printed or electronic format	
ST/AI/189/Add.20/ Rev.1	11/2/97	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	
ST/AI/189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	
ST/AI/189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
ST/AI/189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
ST/AI/189/Add.25/Rev.1	20/1/97	Guidelines for the publication of maps	
ST/AI/189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/189/Add.28
ST/AI/189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/Rev.2 and Add.2
ST/AI/189/Add.28	14/8/96	Guidelines for publishing in an electronic format	See also ST/AI/189/Add.26
ST/AI/193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.2
ST/AI/202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
ST/AI/205	10/12/71	Library services	See also ST/AI/189/Add.12/Rev.1
ST/AI/211	4/4/72	Scheduling of meetings and provision of conference services	
ST/AI/222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	
ST/AI/227	25/4/75	Security of valuable articles: lost and found property	
ST/AI/231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
ST/AI/233	9/12/75	Contributions from non-Member States	
ST/AI/234/Rev.1 and Amend.1 Amend.2	22/3/89 14/6/90 4/9/14	Administration of the Staff Regulations and Staff Rules	See also ST/SGB/2015/1 and ST/AI/1999/1 and Amend.1
ST/AI/235 and Corr.1	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/244/Rev.1	18/7/96	United Nations Bookshop service for staff members	
ST/AI/248 and Amend.1	7/7/77 27/6/80	Reimbursement of taxi fares	
ST/AI/259/Rev.10	27/2/89	Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	See also ST/AI/2001/3
ST/AI/261	12/12/78	Forms management programme	
ST/AI/271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/189/Add.10
ST/AI/273	4/3/80	Employment of spouses	
ST/AI/284	1/3/82	General trust funds	See also ST/SGB/188
ST/AI/285	1/3/82	Technical cooperation trust funds	See also ST/SGB/188
ST/AI/286	3/3/82	Programme support accounts	See also ST/SGB/188
ST/AI/291/Rev.1	18/7/84	Part-time employment	
ST/AI/292	15/7/82	Filing of adverse material in personnel records	See also ST/AI/108
ST/AI/293	15/7/82	Facilities to be provided to staff representatives	
ST/AI/299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
ST/AI/309/Rev.2	18/2/97	Authority of United Nations security officers	See also ST/SGB/259, ST/AI/193/Rev.1 and ST/AI/387
ST/AI/310	20/9/83	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	See also ST/AI/387
ST/AI/323	27/9/84	Reduction in energy consumption	
ST/AI/327	23/1/85	Institutional or corporate contractors	See also ST/SGB/177, ST/AI/2010/4/Rev.1 and ST/AI/2013/4

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/333	29/11/85	Personal identification cards: Headquarters	See also ST/SGB/259 and ST/AI/387
ST/AI/334	21/5/86	Test for basic word-processing qualifications	
ST/AI/342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160, ST/AI/2013/3 and Amend.1 and ST/AI/2001/6
ST/AI/349	22/4/88	United Nations garage	
ST/AI/368	10/1/91	Instructions governing United Nations diplomatic pouch service	
ST/AI/371 and Amend.1	2/8/91 11/5/10	Revised disciplinary measures and procedures	See also ST/AI/2004/3
ST/AI/372	25/9/91	Employee assistance in cases of alcohol/substance abuse	See also ST/AI/2003/2
ST/AI/387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/SGB/259 and ST/AI/309/Rev.2
ST/AI/397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
ST/AI/400	22/12/94	Abandonment of post	
ST/AI/401	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also ST/SGB/273 and ST/AI/2003/4
ST/AI/404	19/5/95	Assignment to and return from mission detail	See also ST/SGB/277
ST/AI/408	1/8/95	Introduction of staggered working hours at Headquarters	
ST/AI/414 and Add.1	29/3/96 3/5/96	1996 early separation programme	
ST/AI/416	26/4/96	Use of United Nations premises for meetings, conferences, special events and exhibits	See also ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387, ST/AI/2008/1 and ST/SGB/2008/6

B. Subject index to administrative issuances

I. Buildings, premises and security

1. Buildings and premises

Admission to United Nations Headquarters: Security arrangements for – ST/AI/387

Dag Hammarskjöld Memorial Library building: Use of – ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387 and ST/AI/416

Energy conservation: see Reduction in energy consumption

Non-smoking policy at United Nations Headquarters, New York – ST/SGB/2003/9

Property management at United Nations Headquarters – ST/AI/2015/4

Property Survey Boards – ST/SGB/2013/4 (rule 105.22)

Reduction in energy consumption – ST/AI/323

United Nations Bookshop service for staff members – ST/AI/244/Rev.1

Use of United Nations premises for meetings, conferences, special events and exhibits – ST/AI/416, ST/AI/2008/1 and ST/SGB/2008/6 (see also Exhibits Committee guidelines, in section XI.4, and Security arrangements for admission to United Nations Headquarters, in section I.5 below)

2. Garage

Garage Review Board – ST/AI/349

Parking rates: see United Nations garage below

United Nations garage – ST/AI/349

3. Passes

Grounds passes: Wearing of – ST/SGB/259, ST/AI/155/Rev.2 and Amend.1 (para. 5), ST/AI/333 and ST/AI/387

Material and package passes – ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Personal identification cards: Headquarters (including retired staff) – ST/AI/333 and ST/AI/387

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours – ST/AI/310 and ST/AI/387

4. Safety

Basic security in the field: staff safety, health and welfare (interactive online learning) – ST/SGB/2003/19

Evacuation procedures for the United Nations Headquarters complex – ST/SGB/2002/8

Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations – ST/SGB/2005/21

Road and driving safety – ST/AI/2010/6

Security and Safety Service at Headquarters: testing for use of illegal drugs and controlled substances – ST/AI/2003/2

Security, safety and independence of the international civil service – ST/SGB/198

5. Security

Authority of United Nations security officers – ST/AI/309/Rev.2, ST/AI/387 and ST/SGB/259

Basic security in the field: staff safety, health and welfare (interactive online learning) – ST/SGB/2003/19

Material and package passes – ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Secure telecommunications equipment – ST/SGB/269

Security and Safety Services at Headquarters: testing for use of illegal drugs and controlled substances – ST/AI/2003/2

Security, safety and independence of the international civil service – ST/SGB/198 and ST/SGB/2002/13 (see commentary)
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families – ST/AI/299

Security arrangements for admission to United Nations Headquarters – ST/AI/387 (see also ST/SGB/259 and ST/AI/309/Rev.2)

Security of valuable articles; lost and found property – ST/AI/227

Use of information and communication technology resources and data – ST/SGB/2004/15

II. Claims

Advisory Board on Compensation Claims – ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Claims Board – ST/AI/149/Rev.4

Compensation for loss of or damage to personal effects to service – ST/AI/149/Rev.4

Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations: Rules governing – ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations: Rules governing — ST/SGB/103/Rev.1

Death and disability coverage for members of the Joint Inspection Unit – ST/AI/235 and Corr.1

Tort claims: Resolution of – ST/SGB/230

III. Communications, archives and records

1. Archives and records

Access to League of Nations archives – ST/SGB/135

Commission for Historical Clarification – ST/SGB/1999/6

Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme – ST/SGB/2006/16 and Amend.1, Amend.2, Amend.3 and Amend.4

Gifts and historical items: Preservation and disposition of – ST/SGB/136

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/AI/2006/2

Records and archives of the United Nations Monitoring, Verification and Inspection Commission – ST/SGB/2009/12

Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/SGB/2006/7

Record-keeping and the management of United Nations archives – ST/SGB/2007/5
- Guidelines concerning the separation of private papers from business records – ST/SGB/2007/5, annex

United Nations archives and records – ST/SGB/242

2. Communications, correspondence and mailing

Confidentiality of mailing lists and registers – ST/AI/341

Information and Communications Technology Board – ST/SGB/2003/17

Information and communication technology initiatives – ST/AI/2005/10

Information sensitivity, classification and handling – ST/SGB/2007/6

Outgoing official United Nations mail at Headquarters: General principles and procedures governing – ST/AI/271, ST/AI/189/Add.10 and ST/AI/341

Secure telecommunications equipment – ST/SGB/269

Use of airmail envelopes – ST/AI/271

3. Pouch

Diplomatic pouch service – ST/AI/368

IV. Conferences

Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243 – ST/AI/342 and ST/AI/2001/6 (see also Special conferences below)

Scheduling of meetings and provision of conference services – ST/AI/211 and ST/AI/416

Special conferences: Planning, preparation and servicing of – ST/SGB/160, ST/AI/342, ST/AI/2013/3 and Amend.1 and ST/AI/2001/6

Use of United Nations premises for meetings, conferences, special events and exhibits – ST/AI/416, ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387, ST/AI/2008/1 and ST/SGB/2008/6

V. Documents and publications

1. General

Distribution of documents, meeting records, official records and publications – ST/AI/189/Add.3/Rev.2 and ST/AI/341

Publications Board – ST/SGB/2012/2 and ST/AI/2001/5

2. Regulations for the control and limitation of documentation

Attribution of authorship in United Nations documents, publications and other official papers – ST/AI/189/Add.6/Rev.5

Copyright in United Nations publications: general principles, practice and procedure – ST/AI/189/Add.9/Rev.2 and Add.2 and ST/AI/189/Add.27

Covers and title pages of publications – ST/AI/189/Add.2 and Add.2/Amend.2

Criteria for the selection of material to be issued as United Nations publications – ST/AI/189/Add.17

Depository libraries: Principles governing United Nations – ST/AI/189/Add.11/Rev.2

Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme – ST/SGB/2006/16 and Amend.1, Amend.2, Amend.3 and Amend.4

Distribution of documents, meeting records, official records and publications – ST/AI/189/Add.3/Rev.2 and ST/AI/341

Electronic publishing: Guidelines for – ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, below)

Exchange of United Nations documents and publications: Principles governing the – ST/AI/189/Add.4/Rev.1

External publishing of United Nations manuscripts – ST/AI/189/Add.14/Rev.1

Information sensitivity, classification and handling – ST/SGB/2007/6

Initiation, approval and execution of the United Nations biennial publications programme – ST/SGB/2012/2

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/AI/2006/2

Internet publishing: United Nations – ST/AI/2001/5

Mailing of official United Nations documentation – ST/AI/189/Add.10, ST/AI/189/Add.3/Rev.2 and ST/AI/271

Maps: Guidelines for the publication of – ST/AI/189/Add.25/Rev.1

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat – ST/AI/189/Add.20/Rev.1

Mention of names of commercial firms in United Nations documents and publications – ST/AI/189/Add.18

Newsletters and other information materials in printed or electronic format – ST/AI/189/Add.19/Rev.1

Out-of-stock material: Reissue of – ST/AI/189/Add.13/Rev.1

Pricing of United Nations publications – ST/AI/189/Add.15/Rev.1

Publishing in an electronic format: Guidelines for – ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

References and acknowledgements – ST/AI/189/Add.27 and ST/AI/189/Add.9/Rev.2 and Add.2

Regulations for the control and limitation of documentation – ST/AI/189

Reissue of out-of-stock material – ST/AI/189/Add.13/Rev.1

Requests for document services – ST/AI/189/Add.8/Rev.1

Stock review and disposal of official records and publications – ST/AI/189/Add.5/Rev.2

Supply to the United Nations libraries of material not available through the regular distribution channels – ST/AI/189/Add.12/Rev.1

Timetable for the planning and submission of documents for sessions of United Nations organs – ST/AI/189/Add.23

United Nations Internet publishing – ST/AI/2001/5

Use and disposition of papers and reports of seminars and similar ad hoc meetings – ST/AI/189/Add.22

Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications – ST/AI/189/Add.24

Use of the United Nations emblem on documents and publications – ST/AI/189/Add.21

Workload estimates: Documentation – ST/AI/189/Add.7

VI. Finance

1. Financial arrangements

African Institute for Economic Development and Planning – ST/SGB/129

Asian Institute for Economic Development and Planning – ST/SGB/127 and Amend.1

Latin American Institute for Economic and Social Planning – ST/SGB/125/Rev.1 and Amend.1 and ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social Development – ST/SGB/126 and Amend.1

2. General

Contributions from non-Member States – ST/SGB/2013/4 (rule 103.1) and ST/AI/233

Currency and modalities of payment of salaries and allowances – ST/AI/2001/1

Designation of staff members performing significant functions in the management of financial, human and physical resources – ST/SGB/2005/7

Establishment and operation of the Central Emergency Response Fund – ST/SGB/2010/5

Establishment of a Senior Advisory Board on Services to the Public – ST/SGB/2005/10

Financial disclosure and declaration of interest statements – ST/SGB/2006/6

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Information and communication technology initiatives – ST/AI/2005/10

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee – ST/SGB/276

Non-reimbursable loans of personnel services from sources external to the United Nations common system – ST/AI/231/Rev.1

Official hospitality – ST/AI/2002/8 and Amend.1

Official travel – ST/AI/2013/3 and Amend.1

Overtime compensation for staff members in the Field Service category at established missions – ST/AI/2000/3

Personnel payroll clearance action – ST/AI/155/Rev.2 and Amend.1

Private legal obligations of staff members – ST/AI/2000/12 (see also section VIII.7 below)

Recovery of overpayments made to staff members – ST/AI/2009/1

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery – ST/AI/397 and ST/SGB/273 (para. 18)

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters – ST/AI/259/Rev.10 and ST/AI/2001/3

Salary scales and payments: see section VIII.13 below

Solicitation of voluntary contributions within the Secretariat – ST/AI/104

Taxi fares: Reimbursement of – ST/AI/248 and Amend.1

United States taxes: see section VIII.16 below

3. Financial regulations and rules

Delegation of authority under the Financial Regulations and Rules of the United Nations – ST/SGB/2013/4, ST/AI/2004/1, ST/SGB/2005/7

Financial Regulations and Rules of the United Nations – ST/SGB/2013/4, ST/SGB/2015/4 and ST/AI/2004/1

Financial Rules of the Environment Fund and Associated Trust Funds of the United Nations Environment Programme – Annex I of Supplement to the Financial Regulations and Rules of the United Nations – ST/SGB/2015/4

Supplementary Financial Regulations of the United Nations for the United Nations Habitat and Human Settlements Foundation, and Financial Rules of the UN Habitat and Human Settlements Foundation and Other Extrabudgetary Resources of the United Nations Human Settlements Programme – Annex II of Supplement to the Financial Regulations and Rules of the United Nations – ST/SGB/2015/4

Financial Rules of the Fund of the United Nations International Drug Control Programme and of the Fund of the United Nations Crime Prevention and Criminal Justice Programme – Annex III of Supplement to the Financial Regulations and Rules of the United Nations – ST/SGB/2015/4

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation – ST/SGB/2000/8

Regulations for the United Nations Peacekeeping Force in Cyprus – ST/SGB/UNFICYP/1

4. Revenue-producing activities

Bookshop – ST/SGB/2013/4 and ST/AI/244/Rev.1

Garage parking rates: see United Nations garage, section I.2, above

5. Trust funds and special accounts

Establishment and management of trust funds – ST/SGB/188

Establishment and operation of the Central Emergency Response Fund – ST/SGB/2010/5

General trust funds – ST/AI/284

Programme support accounts – ST/AI/286

Technical cooperation trust funds – ST/AI/285

VII. General office procedures

Administrative issuances:
- Abolition of obsolete – ST/SGB/1999/11 and ST/SGB/2000/16
- Procedures for the promulgation of – ST/SGB/2009/4

Confidentiality of mailing lists and registers – ST/AI/341

Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009 – ST/SGB/2009/10

Disposal of computer equipment at United Nations Headquarters – ST/AI/2001/4

Electronic publishing: Guidelines for – ST/AI/189/Add.26 and ST/AI/189/Add.28

Ethics: United Nations system-wide application of – separately administered organs and programmes – ST/SGB/2007/11 and Amend.1

Exhibits Committee: United Nations – ST/SGB/2008/6

Forms management programme – ST/AI/261

Information and Communication Technology (ICT) resources and data: Use of – ST/SGB/2004/15

Information and communications technology initiatives – ST/AI/2005/10

Information circulars – ST/SGB/1997/2 and ST/SGB/1999/11

Information sensitivity, classification and handling – ST/SGB/2007/6, ST/SGB/2012/3

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee – ST/SGB/276

Internet publishing: United Nations – ST/AI/2001/5

Managed reassignment programme – ST/AI/2007/2

Managed Reassignment Programme for Junior Professional Staff – ST/AI/2001/7/Rev.1

New nomenclature for staff of the United Nations – ST/SGB/2002/18

Personnel payroll clearance action – ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of – ST/AI/105

Post-employment restrictions – ST/SGB/2006/15

Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements – ST/SGB/2001/7

Property management at United Nations Headquarters – ST/AI/2015/4

Publishing in an electronic format: Guidelines for – ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery – ST/AI/397 and ST/SGB/273 (para. 18)

Secretary-General's bulletins: see Administrative issuances above

Secure telecommunications equipment – ST/SGB/269

Transitional measures related to the introduction of the new system of administration of justice – ST/SGB/2009/11

Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to – ST/SGB/2001/7

Working languages of the Secretariat – ST/SGB/201 and ST/SGB/212

VIII. Human resources

1. Administration-staff relations

Departmental focal points for women in the Secretariat – ST/SGB/2008/12

Ethics: United Nations system-wide application of – separately administered organs and programmes – ST/SGB/2007/11 and Amend.1
- Protection against retaliation for reporting misconduct – ST/SGB/2005/21
- Ethics Office: establishment and terms of reference – ST/SGB/2005/22

Independent inquiry into the oil-for-food programme – ST/SGB/2004/9

International civil service: Security, safety and independence of the – ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families – ST/AI/299

Joint Harassment Prevention Boards – ST/SGB/2008/14

Joint Negotiation Committee at Headquarters – ST/SGB/2007/9

Office of the Ombudsman – ST/SGB/2002/12

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level – ST/SGB/274

Staff representatives: Facilities to be provided to – ST/AI/293

Staff-Management Committee – ST/SGB/2011/6/Rev.1 and ST/AI/2014/3

Staff-management relations: decentralization of consultation procedure – ST/SGB/172 and ST/SGB/274

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership – ST/SGB/1999/9
- Policies to obtain gender equality in the United Nations – ST/SGB/282, ST/SGB/2011/2 and ST/AI/1999/9

Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009 – ST/SGB/2009/10

2. Allowances, entitlements and grants

Assignment grant – ST/AI/121

Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency – ST/AI/2011/9

Dependency status and dependency benefits – ST/AI/2011/5

Early separation programme: 1996 – ST/AI/414 and Add.1

Education grant and special education grant for children with a disability – ST/AI/2011/4, Amend.1 and 2 (see also Special entitlements for staff members serving at designated duty stations below)

Home leave – ST/AI/2015/2

Mission subsistence allowance – ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Mobility and hardship scheme – ST/AI/2011/6 and Amend.1

Non-resident's allowance: see Rental subsidies and deductions below

Official hospitality – ST/AI/2002/8 and Amend.1

Personal status for purposes of United Nations entitlements – ST/SGB/2004/13

Reimbursement for travel by private motor vehicle – ST/AI/2013/3 and Amend.1

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations below

Rental subsidies and deductions – ST/AI/2013/2 and Corr.1

Repatriation grant – ST/AI/2000/5

Rest and recuperation – ST/AI/2011/7, Amend.1 and Amend.2

Salaries and allowances: Currency and modalities of payment – ST/AI/2001/1

Salary differential for General Service staff in the Language Text-Processing Unit, Department of General Affairs and Conference Services – ST/AI/2001/3

Scheme of social security for the staff – ST/SGB/2011/1

Special entitlements for staff members serving at designated duty stations – ST/AI/2000/6 and Amend.1

Special post allowance – ST/AI/1999/17 and Amend.1
- Special post allowance for field mission staff – ST/AI/2003/3

Subsistence allowance:
- Mission subsistence allowance – ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)
- System of daily subsistence allowance – ST/AI/2014/2

Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions above

United Nations Memorial and Recognition Fund – ST/SGB/2010/8/Rev.1

3. Appeals

Classification Appeals Committees: see System for the classification of posts in section VIII.8 below

Office of Administration of Justice: Organization and terms of reference of the – ST/SGB/2010/3

Office of the Ombudsman: appointment and terms of reference of the Ombudsman – ST/SGB/2002/12

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery – ST/AI/397 and ST/SGB/273 (para. 18)

Revised disciplinary measures and procedures – ST/AI/371 and Amend.1

Transitional measures related to the introduction of the new system of administration of justice – ST/SGB/2009/11

4. Appointments, placement and promotion

Administration of fixed-term appointments – ST/AI/2013/1 and Corr.1

Administration of temporary appointments – ST/AI/2010/4/Rev.1

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories – ST/AI/2010/4/Rev.1

Assignment to and return from mission detail: Policy governing – ST/SGB/277 and ST/AI/404 (see also section X below)

Central Review Boards – ST/SGB/2011/7

Central Review Committees – ST/SGB/2011/7

Central review bodies at designated offices away from Headquarters – ST/SGB/2011/7

Central Review Panels – ST/SGB/2011/7

Central review bodies – ST/SGB/2011/7

Competitive examination for recruitment to the Professional category of staff members from other categories – ST/AI/2012/2/Rev.1

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category – ST/AI/1998/7 and Amend.1

Competitive examinations for the placement of General Service and related categories in particular occupational groups – ST/AI/1998/4

Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009 – ST/SGB/2009/10

Consultants and individual contractors – ST/AI/2013/4

Consultants and participants in advisory meetings – ST/SGB/177, ST/AI/2013/4 and ST/AI/2013/5 (see also Policies for obtaining the services of individuals on behalf of the Organization below)

Continuing appointments – ST/SGB/2011/9 and ST/AI/2012/3

Contractors: Institutional or corporate – ST/SGB/177 and ST/AI/327

Employment of spouses – ST/AI/273

Field central review bodies – ST/SGB/2011/7

Gratis personnel – ST/AI/1999/6

Implementation of the report of the Panel on United Nations Peace Operations – filling of new posts – ST/SGB/2001/4 (as amended by ST/SGB/2002/17)

Managed reassignment programme – ST/AI/2007/2

Managed Reassignment Programme for Junior Professional Staff – ST/AI/2001/7/Rev.1

Medical clearances – ST/AI/2011/3

Movement of staff from the Field Service category to the Professional category – ST/AI/2010/3 and Amend.1 and 2 (see also Competitive examination for recruitment to the Professional category, section VIII.15 below)

Part-time employment – ST/AI/291/Rev.1

Performance Management and Development System – ST/SGB/1999/18, ST/SGB/2011/5 and ST/AI/2010/5

Placement and promotion – ST/SGB/267 and ST/AI/2010/3 and Amend.1 and 2

Policies for obtaining the services of individuals on behalf of the Organization – ST/SGB/177
- Consultants and individual contractors – ST/AI/2013/4
- Participants in advisory meetings – ST/AI/2013/5
- Institutional or corporate contractors – ST/AI/327
- Temporary staff and individual contractors – ST/AI/2010/4 (see also Use of "when actually employed" contracts, below)

Policies to achieve gender equality in the United Nations – ST/SGB/282, ST/SGB/2008/12 and ST/AI/1999/9

Prevention of workplace harassment, sexual harassment and abuse of authority – ST/SGB/2005/20

Promotion policy and review: see Placement and promotion above

Recruitment procedures for Professional staff – ST/AI/2010/3 and Amend.1 and 2

Retention in service beyond the mandatory age of separation and employment of retirees – ST/AI/2003/8 and Amend.1 and 2

Senior Review Group – ST/SGB/2011/8

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills – ST/AI/2000/1 (as amended by ST/AI/2003/1)

Special measures for the achievement of gender equality – ST/AI/1999/9, ST/SGB/282 and ST/SGB/2008/12

Special post allowance – ST/AI/1999/17 and Amend.1
- Special post allowance for field mission staff – ST/AI/2003/3

Staff selection system – ST/SGB/2002/5, ST/AI/2010/3 and Amend.1 and 2

Temporary staff and individual contractors – ST/SGB/177 and ST/AI/2010/4/Rev.1

Termination of appointment for reasons of health – ST/AI/1999/16

Termination of permanent appointment for unsatisfactory services: procedure to be followed – ST/AI/222

Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions – ST/SGB/283

5. Attendance, leave and working hours

Abandonment of post – ST/AI/400 (as amended by ST/AI/2005/5)

Breastfeeding: policy on – ST/SGB/2003/14

Certification of sick leave: See Sick leave and Recording of attendance and leave below

Family leave, maternity leave and paternity leave – ST/AI/2005/2 and Amend.1

Home leave – ST/AI/2015/2

Introduction of staggered working hours – ST/AI/408

Jury duty: see Recording of attendance and leave below

Recording of attendance and leave – ST/AI/1999/13 (as amended by ST/AI/2005/1)

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours – ST/AI/310 and ST/AI/387

Release of staff members in bad weather or other conditions: see Recording of attendance and leave above

Rest and recuperation – ST/AI/2011/7 and Amend.1 and 2

Sabbatical leave programme – ST/AI/2015/5

Sick leave – ST/AI/2005/3 and Amend.1

Upgrading of substantive and technical skills – ST/AI/2010/10 and ST/SGB/1998/6

Working hours:
- Introduction of staggered working hours at Headquarters – ST/AI/408
- Flexible working arrangements – ST/SGB/2003/4

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules – ST/SGB/2015/1, ST/AI/234/Rev.1 and Amend.1 and 2 and ST/AI/1999/1 and Amend.1

Authority of the United Nations Population Fund (UNFPA) in matters relating to human resources – ST/SGB/2004/10

Authority of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) in matters relating to human resources management – ST/SGB/2011/2

Delegation of authority under the Financial Regulations and Rules – ST/SGB/2013/7, ST/AI/2004/1 and ST/SGB/2005/7

Designation of staff members performing significant functions in the management of financial, human and physical resources – ST/SGB/2005/7
Upgrading of substantive and technical skills – ST/AI/2010/10

7. Duties and obligations

Acceptance of pro bono goods and services guidelines – ST/SGB/2006/5

Assignment to and return from mission detail: Policy governing – ST/SGB/277 and ST/AI/404 (see also section X below)

Basic rights and duties of United Nations staff members: Status, – ST/SGB/2002/13
- Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission – ST/SGB/2002/9

Family and child support obligations of staff members – ST/SGB/1999/4 and ST/AI/2000/12

Financial disclosure and declaration of interest statements – ST/SGB/2006/6

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Gifts: see Preservation and disposition of gifts and historical items below

Integrity awareness initiative – ST/SGB/2005/17

Obligations of staff members – ST/SGB/1999/4, ST/AI/2000/12 and ST/SGB/2006/6

Outside activities – ST/AI/2000/13

Post-employment restrictions – ST/SGB/2006/15

Preservation and disposition of gifts and historical items – ST/SGB/136

Private legal obligations of staff members – ST/AI/2000/12 (see also Obligations of staff members above)

Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority – ST/SGB/2008/5 and ST/SGB/2008/14

Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations – ST/SGB/2005/21

Rectification of date of birth or of other personal data: Request for – ST/AI/2010/2

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery – ST/AI/397 and ST/SGB/273 (para. 18)

Special measures for protection from sexual exploitation and sexual abuse – ST/SGB/2003/13

Status, basic rights and duties of United Nations staff members – ST/SGB/2002/13
- Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission – ST/SGB/2002/9

8. Job classification system

System for the classification of posts – ST/AI/1998/9 and Corr.1 (English only)

9. General

Annual inspection of official status file – ST/AI/108 (see also Official status files below)

Bookshop service for staff members: United Nations – ST/AI/244/Rev.1

Breastfeeding: Policy on – ST/SGB/2003/14

Currency and modalities of payment of salaries and allowances – ST/AI/2001/1

Employee assistance in cases of alcohol/substance abuse – ST/AI/372

Filing of adverse material in personnel records – ST/AI/292 (see also Official status files below)

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Guidelines for the acceptance of pro bono goods and services – ST/SGB/2006/5

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee – ST/SGB/276

International civil service: Security, safety and independence of the – ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families – ST/AI/299

Laissez-passer – ST/AI/155/Rev.2 and Amend.1 (para. 5)

Official hospitality – ST/AI/2002/8 and Amend.1

Official status files – ST/AI/108 and ST/AI/292

Performance Management and Development System – ST/SGB/1999/18, ST/SGB/2011/5 and ST/AI/2010/5

Personnel payroll clearance action – ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of – ST/AI/105

Post-employment restrictions – ST/SGB/2006/15

Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority – ST/SGB/2008/5 and ST/SGB/2008/14

Records and archives of the United Nations Monitoring, Verification and Inspection Commission – ST/SGB/2009/12

Records of the United Nations Compensation Commission – ST/SGB/2007/10

Rectification of date of birth or of other personal data: Request for – ST/AI/2010/2

Smoking at United Nations Headquarters – ST/SGB/2003/9

Special measures for protection from sexual exploitation and sexual abuse – ST/SGB/2003/13

Staff relief committees: United Nations – see Solicitation of voluntary contributions within the Secretariat, section VI.2 above

Taxi fares: Reimbursement of – ST/AI/248 and Amend.1

Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances – ST/AI/2003/2

United Nations personnel policy on HIV/AIDS – ST/SGB/1999/17, ST/SGB/2003/18 and ST/SGB/2007/12

Wearing of grounds passes – ST/SGB/259, ST/AI/333 and ST/AI/387

Working hours: Introduction of staggered – ST/AI/408
- Flexible working arrangements – ST/SGB/2003/4

Working languages of the Secretariat – ST/SGB/201 and ST/SGB/212

10. Medical and other insurance

After-service health insurance – ST/AI/2007/3

Employee assistance in cases of alcohol/substance abuse – ST/AI/372

Health and Life Insurance Committee at Headquarters – ST/SGB/275

Life insurance – ST/AI/2002/6

Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters – ST/AI/2015/3

Payment of insurance proceeds under the malicious acts insurance policy – ST/SGB/2004/11

Personal status for purposes of United Nations entitlements – ST/SGB/2004/13/Rev.1

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations in section VIII.2 above

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations – ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances – ST/AI/2003/2

11. Pensions, post-retirement services and employment beyond retirement

After-service health insurance – ST/AI/2007/3

Personal identification cards for retired staff members – ST/AI/333 and ST/AI/387

Retention in service beyond the mandatory age of separation and employment of retirees – ST/AI/2003/8 and Amend.1 and 2

Scheme of social security for the staff – ST/SGB/2011/1

12. Post adjustment

See index to information circulars (ST/IC/2012/2)

13. Salary scales and payments

Currency and modalities of payment of salaries and allowances – ST/AI/2001/1

Field Service category – ST/SGB/2011/1

Overtime compensation for staff members in the Field Service category at established missions – ST/AI/2000/3

Professional and higher categories – ST/SGB/2012/1

Recovery of overpayments made to staff members – ST/AI/2009/1

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters – ST/AI/259/Rev.10 and ST/AI/2001/3

Special post allowance for field mission staff – ST/AI/2003/3

14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules – ST/SGB/2015/1, ST/AI/234/Rev.1 and Amend.1 and 2 and ST/AI/1999/1 and Amend.1

Staff Regulations – ST/SGB/2012/1

Staff Rules:
- Rules governing compensation – ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
- Secretariat personnel – ST/SGB/2011/1

15. Training, career development and examinations

Building the future – ST/SGB/1998/6 and ST/SGB/1999/15

Competitive examination for recruitment to the Professional category of staff members from other categories – ST/AI/2012/2/Rev.1 (see also Managed Reassignment Programme for Junior Professional Staff below)

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category – ST/AI/1998/7 and Amend.1

Competitive examinations for the placement of General Service and related categories in particular occupational groups – ST/AI/1998/4

Conditions under which staff members may take national competitive recruitment examinations – ST/AI/2012/2/Rev.1

Integrity awareness initiative – ST/SGB/2005/17

Internship programme: United Nations – ST/AI/2014/1

Language proficiency and language incentives – ST/AI/1999/2

Learning and development policy – ST/SGB/2009/9

Managed reassignment programme – ST/AI/2007/2

Managed Reassignment Programme for Junior Professional Staff – ST/AI/2001/7/Rev.1

New nomenclature for the staff of the United Nations – ST/SGB/2002/18

Organizational competencies for the future – ST/SGB/1999/15

Placement and promotion – ST/SGB/267 and ST/AI/2010/3 and Amend.1 and 2
- Policies to achieve gender equality in the Secretariat – ST/SGB/282, ST/SGB/2008/12 and ST/AI/1999/9

Performance Management and Development Learning Programme for Managers and Supervisors – ST/SGB/2011/5

Sabbatical leave programme – ST/AI/2015/5 and ST/SGB/2009/9

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills – ST/AI/2000/1 (as amended by ST/AI/2003/1)

Upgrading of substantive and technical skills – ST/AI/2010/10 and ST/SGB/1998/6

Word-processing qualifications: Test for basic – ST/AI/334

Young professionals programme – ST/SGB/2011/10 and ST/AI/2012/2/Rev.1 (see also Managed Reassignment Programme for Junior Professional Staff above)

16. United States taxes

Payment of income taxes to United States tax authorities – ST/AI/1998/1

17. Visas

Visa Committee – ST/SGB/2000/11

Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States – ST/AI/2000/19

IX. Library

Dag Hammarskjöld Memorial Library building: Use of – ST/AI/145/Rev.1 (paras. 5 and 6)

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: Procedure for the – ST/SGB/152

Library services – ST/AI/205

Supply to the United Nations libraries of material not available through the regular distribution channels – ST/AI/189/Add.12/Rev.1

Use of United Nations premises for meetings, conferences, special events and exhibits – ST/AI/416, ST/AI/2008/1 and ST/SGB/2008/6 (see also Security arrangements for admission to United Nations Headquarters in section I.5 above)

X. Missions

Assignment to and return from mission detail: Policy governing – ST/SGB/277 and ST/AI/404

Field central review bodies – ST/SGB/2011/7

Joint Negotiation Committee for the Field – ST/SGB/2008/11

Medal: Regulations for the United Nations (for award to military personnel) – ST/SGB/119/Rev.1

Medal: Regulations for the United Nations Dag Hammarskjöld (posthumous award to members of peacekeeping operations who have lost their lives) – ST/SGB/2000/15 and Amend.1

Medical evacuation – ST/AI/2000/10

Mission subsistence allowance – ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Movement of staff from the Field Service category to the Professional category – ST/AI/2010/3 and Amend.1 (see also Competitive examination for recruitment to the Professional category, section VIII.15 above)

Observance by United Nations forces of international humanitarian law – ST/SGB/1999/13

Overtime compensation for staff members in the Field Service category at established missions – ST/AI/2000/3

Payment of insurance proceeds under the malicious acts insurance policy – ST/SGB/2004/11

Policy governing assignment to and return from mission detail – ST/SGB/277

Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority – ST/SGB/2008/5 and ST/SGB/2008/14

Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/SGB/2006/7

- Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/AI/2006/2

Road and driving safety – ST/AI/2010/6

Special post allowance for field mission staff – ST/AI/2003/3

United Nations Peacekeeping Force in Cyprus: Regulations for – ST/SGB/UNFICYP/1

XI. Organizational structure

1. General

Building the future – ST/SGB/1998/6 and ST/SGB/1999/15

Organization of the Secretariat of the United Nations – ST/SGB/2015/3 ST/SGB/2005/16, ST/SGB/2006/14 and ST/SGB/2011/3 and Amend.1

Organizational competencies for the future – ST/SGB/1999/15

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat – ST/SGB/209

2. Institutes

African Institute for Economic Development and Planning – ST/SGB/129

Asian Institute for Economic Development and Planning – ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women – ST/SGB/214

Latin American Institute for Economic and Social Planning – ST/SGB/125/Rev.1 and Amend.1 and ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social Development – ST/SGB/126 and Amend.1

3. Secretariat departments and units

Central Support Services: Office of – ST/SGB/2013/1 and ST/SGB/2005/7

Centre for Human Settlements (Habitat): United Nations – ST/SGB/2002/14

Conference on Trade and Development: Secretariat of the United Nations – ST/SGB/1998/1

Dag Hammarskjöld Library – see Public Information: Department of, below

Department of Field Support: Organization of the – ST/SGB/2010/2

Departmental focal points for women in the Secretariat – ST/SGB/2008/12

Disarmament Affairs: Organization of the Department for – ST/SGB/2008/8

Drugs and Crime: Organization of the United Nations Office on – ST/SGB/2004/6 and ST/SGB/240

Economic and Social Affairs: Department of – ST/SGB/1997/9

Economic and Social Commission for Asia and the Pacific: secretariat of the – ST/SGB/2005/11

Economic and Social Commission for Western Asia: Secretariat of the – ST/SGB/2010/7

Economic Commission for Africa: Secretariat of the – ST/SGB/2005/12

Economic Commission for Europe: Secretariat of the – ST/SGB/2008/9

Economic Commission for Latin America and the Caribbean: Secretariat of the – ST/SGB/2000/5

Environment Programme: Organization of the Secretariat of the United Nations – ST/SGB/2006/13

Ethics Office: establishment and terms of reference – ST/SGB/2005/22

Executive Office of the Secretary-General – ST/SGB/1998/18

General Assembly and Conference Management: Organization of the Department for – ST/SGB/2005/9

High Commissioner for Human Rights: Office of the United Nations – ST/SGB/1997/10

High Commissioner for Refugees: Office of the United Nations – ST/SGB/1998/9

Human Resources Management: Office of – ST/SGB/2011/4 and ST/SGB/2005/7

Humanitarian Affairs: Office for the Coordination of – ST/SGB/1999/8

Internal Oversight Services: Office of – ST/SGB/2002/7, ST/SGB/273, ST/AI/397 and ST/AI/401 (as amended by ST/AI/2003/4)
- Establishment of – ST/SGB/273
- Personnel arrangements – ST/AI/401 (as amended by ST/AI/2003/4)
- Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery – ST/AI/397

International Drug Control Programme – ST/SGB/2004/6 and ST/SGB/240

Legal Affairs: Office of – ST/SGB/2008/13

Management: Department of – ST/SGB/2010/9 and ST/SGB/2005/7

Office at Geneva: United Nations – ST/SGB/2000/4

Office at Nairobi: United Nations – ST/SGB/2009/3

Office at Vienna: Organization of the United Nations – ST/SGB/2004/5

Office of Administration of Justice: Organization and terms of reference of the – ST/SGB/2010/3

Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States: Organization of the United Nations – ST/SGB/2007/7

Organization of the United Nations Office for Partnerships – ST/SGB/2009/14

Peacekeeping Operations: Organization of the Department of – ST/SGB/2010/1

Political Affairs: Department of – ST/SGB/2009/13

Programme Planning, Budget and Accounts: Office of – ST/SGB/2000/8, ST/SGB/2003/16 and ST/SGB/2005/7

Public Information: Department of – ST/SGB/1999/10 and ST/SGB/2008/6

Regional Commissions Liaison Office – ST/SGB/205

Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the United Nations – ST/SGB/2000/6

Safety and Security: Organization of – ST/SGB/2013/5

Special Adviser on Africa: Office of the – ST/SGB/2003/6

4. Secretariat boards and committees

Advisory Board on Compensation Claims – ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Central Review Boards – ST/SGB/2011/7

Central Review Committees – ST/SGB/2011/7

Central Review Panels – ST/SGB/2011/7

Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Central review bodies – ST/SGB/2011/7

Claims Board – ST/AI/149/Rev.4

Classification Appeals Committees: see System for the classification of posts in section VIII.8 above

Departmental focal points for women in the Secretariat – ST/SGB/2008/12

Ethics Committee – ST/SGB/2007/11 (Section 3)

Exhibits Committee: United Nations – ST/SGB/2008/6

Field central review bodies – ST/SGB/2011/7

Garage Review Board – ST/AI/349
Health and Life Insurance Committee at Headquarters – ST/SGB/275

Independent Inquiry Committee (Independent inquiry into the oil-for-food programme) – ST/SGB/2004/9

Information and Communications Technology Board – ST/SGB/2003/17

Information and communication technology (ICT) initiatives (ICT Committees) – ST/AI/2005/10

Integrated Management Information System Steering Committee – ST/SGB/276

Joint Harassment Prevention Boards – ST/SGB/2008/14

Joint Negotiation Committee at Headquarters – ST/SGB/2007/9

Joint Negotiation Committee for the Field – ST/SGB/2008/11

Management Performance Board – ST/SGB/2013/2

Office of Staff Legal Assistance – ST/SGB/2009/11

Office of the Ombudsman: appointment and terms of reference of the Ombudsman – ST/SGB/2002/12

Policy Committee and Management Committee – ST/SGB/2005/16, ST/SGB/2006/14 and ST/SGB/2011/3 and Amend.1

Project Review Committee – ST/AI/2005/10

Property Survey Board – ST/SGB/2013/4 and ST/AI/202

Publications Board – ST/SGB/2012/2 and ST/AI/2001/5

Records of the United Nations Compensation Commission – ST/SGB/2007/10

Senior Advisory Board on Services to the Public: Establishment of a – ST/SGB/2005/10
Senior Management Group – ST/SGB/2012/4 (See also ST/SGB/2005/16 and ST/SGB/2006/14)

Senior Review Group – ST/SGB/2011/8

Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Staff-Management Committee – ST/SGB/2011/6/Rev.1 and ST/AI/2014/3

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership – ST/SGB/1999/9
- Policies to achieve gender equality in the United Nations – ST/SGB/282 and ST/AI/1999/9
- UN-Women – ST/SGB/2011/2

Tort Claims Board – ST/SGB/230

Transitional measures related to the introduction of the new system of administration of justice – ST/SGB/2009/11

United Nations Dispute Tribunal – ST/SGB/2009/11

Visa Committee – ST/SGB/2000/11 and ST/AI/2000/19

Working Group on Internet Matters: see United Nations Internet publishing in section V.2 above

Working Group on Relations between Non-Governmental Organizations and the Secretariat and United Nations Programmes – ST/SGB/209

5. Units servicing voluntary programmes

African Institute for Economic Development and Planning – ST/SGB/129

Asian Institute for Economic Development and Planning – ST/SGB/127 and Amend.1
International Research and Training Institute for the Advancement of Women – ST/SGB/214

Latin American Institute for Economic and Social Planning – ST/SGB/125/Rev.1 and Amend.1 (English only) and ST/SGB/125/Rev.2 (Spanish only)

United Nations International Drug Control Programme – ST/SGB/2004/6, ST/SGB/240, ST/SGB/2015/4

United Nations Research Institute for Social Development – ST/SGB/126 and Amend.1

XII. Property and supplies

1. Property control

Control of United Nations property covered by personal property receipts – ST/AI/97/Rev.2

Disposal of computer equipment at United Nations Headquarters – ST/AI/2001/4

Electronic publishing: Guidelines for – ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, in section V.2 above)

Internet publishing: United Nations – ST/AI/2001/5

Material and package passes – ST/AI/193/Rev.1

Official cars: Policy on the provision and use of – ST/AI/2006/1

Property management at United Nations Headquarters – ST/AI/2015/4

Property records maintenance – ST/AI/2015/4

Property Survey Board – ST/SGB/2013/4 (Financial rule 105.21) and ST/AI/202

Secure telecommunications equipment – ST/SGB/269

Use of information and communication technology resources and data – ST/SGB/2004/15

2. General

Information and Communications Technology Board – ST/SGB/2003/17

Information and communication technology initiatives – ST/AI/2005/10

Reduction in energy consumption – ST/AI/323

XIII. Protocol

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs – ST/AI/118/Rev.1

United Nations Flag Code and Regulations – ST/SGB/132

XIV. Travel and transportation

1. Automobiles, baggage and customs

Excess baggage, shipments and insurance – ST/AI/2015/1 (see also Special entitlements for staff members serving at designated duty stations below)

Official cars: Policy on the provision and use of – ST/AI/2006/1

Reimbursement for travel by private motor vehicle – ST/AI/2013/3 and Amend.1

Road and driving safety – ST/AI/2010/6

2. Expenses

Medical evacuation – ST/AI/2000/10

Mission subsistence allowance – ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Special entitlements for staff members serving at designated duty stations – ST/AI/2000/6 and Amend.1

System of daily subsistence allowance – ST/AI/1998/3 (as amended by ST/AI/2003/9)

Terminal expenses: see Official travel below

Travel claims: see Official travel below

Travel expenses and subsistence allowances:
- Members of organs or subsidiary organs of the United Nations – ST/SGB/107/Rev.6

3. General

Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency – ST/AI/2011/9

Education grant travel – ST/AI/2011/4, Amend.1 and 2 (see also Special entitlements for staff members serving at designated duty stations in section VIII.2 above)

Family visit travel – ST/AI/2000/15 and Amend.1 and ST/AI/2013/3 and Amend.1

Home leave – ST/AI/2015/2

Official travel – ST/AI/2013/3 and Amend.1

Personal status for purposes of United Nations entitlements – ST/SGB/2004/13/Rev.1

Road and driving safety – ST/AI/2010/6

Standard of accommodation: travel time and rest stopovers – see Official travel above

Travel advances – see Official travel above

Visa: see section VIII.17 above

C. Alphabetical index to administrative issuances[3]

	Page
Abandonment of post	30, 40
Abuse of authority: Prohibition of discrimination, harassment, including sexual harassment, and	10, 41-42, 45
Acceptance of pro bono goods and services: guidelines	11, 41-42
Access to League of Nations archives	24, 32
Accommodation: Standard of — see Official travel	
Administration of justice	9, 37-38, 48
Administration of Justice: Organization and terms of reference of the Office of	9, 37-38, 46, 48
Administration of fixed-term appointments	17, 38
Administration of temporary appointments	17-18, 38
Administration of the Staff Regulations and Staff Rules	43
*Administration-staff relations	37
Administrative instructions: see Administrative issuances	
Administrative issuances	7, 9, 15, 36
Admission to United Nations Headquarters	30, 32, 44
Advisory Board on Compensation Claims	32, 47
African Institute for Economic Development and Planning	24, 34, 45, 48
After-service health insurance	19, 42-43
Airmail envelopes: Use of	33
Alcohol/substance abuse: Employee assistance in cases of	30, 41-42
*Allowances, entitlements and grants	37
Annual inspection of official status file	26, 41
*Appeals	38
Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	38
*Appointments, placement and promotion	38
*Archives and records: Communications	32
Archives and records: United Nations	25, 32
Arrest or detention of staff members, other agents of the United Nations and members of their families: see Security, safety and independence of the international civil service	
Asian Institute for Economic Development and Planning	24, 34, 45, 48

[3] Headings in the subject index to administrative issuances are marked with an asterisk.

	Page
Assignment grant	17, 37
Assignment to and return from mission detail: policy governing	26, 30, 39, 41, 44-45
Assistance and representation by counsel in disciplinary and appeals cases: see Administration of justice	
Assistance in cases of alcohol/substance abuse: Employee	30, 41-42
*Attendance, leave and working hours	40
Attribution of authorship in United Nations documents	27, 33
*Authority: Delegation of	40
Authority of United Nations security officers	28, 31
Authority of the United Nations Population Fund in matters relating to human resources	12, 40
*Automobiles, baggage and customs	49
*Baggage and customs: Automobiles,	49
Basic rights and duties of United Nations staff members: Status,	14, 41
Basic security in the field: staff safety, health and welfare (interactive online learning)	30, 31
Boards: see Organizational structure	
Bookshop: United Nations	29, 31, 36, 41
Breastfeeding: Policy on	13, 40-41
*Buildings, premises and security	31
Building the future	16, 43, 45
*Career development and examinations: Training,	43
Cars: Official	19, 48-49
Central Emergency Response Fund: Establishment and operation of the	9, 35-36
Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories	
Central review bodies	8, 39, 47
Central Review Board	39, 47
Central Review Committee	39, 47
Central Review Panel	39, 47
Central review bodies at designated offices away from Headquarters	39
Central Support Services: Office of	7, 45
Centre for Human Settlements, United Nations	45
Certification of sick leave: see Sick leave	
Child support obligations of staff members: Family and	15, 41

	Page
*Claims	32
Claims Board	32, 47
Classification Appeals Committees: see System for the classification of posts	
Commission for Historical Clarification: see Archives and records	
*Communications, archives and records	32
*Communications, correspondence and mailing	32
Compendium of job opportunities: see Managed Reassignment Programme for Junior Professional Staff	
Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	23, 32, 43
Compensation for loss of or damage to personal effects attributable to service	26, 32
Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	32
Competitive examinations	23, 39, 43
Competitive examinations for the placement of General Service and related categories	23, 39, 43
Computer equipment at United Nations Headquarters: Disposal of	21, 36, 48
Conditions under which staff members may take national competitive recruitment examinations	43
Conference on Trade and Development: Secretariat of the United Nations	16, 45
Conference Management: Organization of the Department of General Assembly	11, 46
*Conferences	33
Confidentiality of mailing lists and registers	32, 36
Conservation: Energy — see Reduction in energy consumption	
Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009	9, 36-37, 39
Consultants and individual contractors	17, 39
Continuing appointments	8, 17, 39
Contractors: Institutional or corporate	39
Contributions from non-Member States	28, 34
Control of United Nations property covered by personal property receipts	26, 48
Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency	18, 37, 49
Copyright in United Nations publications	27, 33
*Correspondence and mailing: Communications,	32
Covers and title pages of publications	33

	Page
Criteria for the selection of materials to be issued as United Nations publications	27, 33
Currency and modalities of payment of salaries and allowances	21, 34, 38, 41, 43
*Customs: Automobiles, baggage and	49
Dag Hammarskjöld Memorial Library: see Department of Public Information	
Dag Hammarskjöld Memorial Library building: Use of	26, 31, 44
Daily subsistence allowance: System of	17, 38, 49
Death and disability coverage for members of the Joint Inspection Unit	28, 32
Death of staff members: Coordination of action in cases of	18, 37, 49
*Delegation of authority	40
Delegation of authority under the Financial Regulations and Rules of the United Nations	20, 35, 41
Department of Economic and Social Affairs	16
Department of Field Support: Organization of the	8, 45
Department for General Assembly and Conference Management: Organization of the	11, 46
Department of Management	9
Department of Peacekeeping Operations	8
Department of Political Affairs	9, 46
Department of Public Information	15
Departmental focal points for women in the Secretariat	10, 37, 45, 47
Dependency status and dependency benefits	37
Deposit of salary: Direct — see Currency and modalities of payment of salaries and allowances	
Depository libraries	27, 33
Designation of staff members performing significant functions in the management of financial, human and physical resources	11, 35, 41
Diplomatic pouch service	30, 33
Disarmament Affairs: Organization of the Office for	10, 45
Disciplinary measures and procedures: Revised	30, 38
Discrimination: Prohibition of — harassment, including sexual harassment, and abuse of authority	10, 41-42, 45
Disposal of computer equipment at United Nations Headquarters	21, 36, 48
Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme	11, 32-33
Distribution of documents, meeting records, official records and publications	26, 33
*Documents and publications	33

	Page
Document services: Requests for	27, 34
Drugs and Crime: Organization of the United Nations Office on	12, 46
*Duties and obligations	41
Early separation programme	30, 37
Economic and Social Affairs: Department of	16, 46
Economic and Social Commission for Asia and the Pacific: Secretariat of the	12, 46
Economic and Social Commission for Western Asia: Secretariat of the	9, 46
Economic Commission for Africa: Secretariat of the	12, 46
Economic Commission for Europe: Secretariat of the	10, 46
Economic Commission for Latin America and the Caribbean: Secretariat of the	14, 46
Education grant and special education grant for disabled children	17, 37
Education grant travel	49
Electronic publishing	28, 33-34, 36-37, 48
Emblem on documents and publications: Use of the United Nations	27, 34
Emergency Relief Coordinator: see Office for the Coordination of Humanitarian Affairs	
Employee assistance in cases of alcohol/substance abuse	30, 41-42
Employment: Part-time	29, 39
*Employment beyond retirement: Pensions, post-retirement services and	43
Employment of spouses	29, 39
Energy conservation (Reduction in energy consumption)	29, 31, 48
*Entitlements and grants: Allowances	37
Environment Programme: Organization of the Secretariat of the United Nations	11
Establishment and maintenance of branch libraries and reference centres	44
Establishment and management of trust funds	24, 36
Establishment and operation of the Central Emergency Response Fund	9, 35-36
Establishment of a Senior Advisory Board on Services to the Public	12, 35
Ethics Committee	47
Ethics Office: establishment and terms of reference	12, 37, 46
Ethics: United Nations system-wide application of (separately administered organs and programmes)	36-37
Evacuation: Medical	24, 44, 49
Evacuation procedure	13, 31
*Examinations: Training, career development and	43

	Page
Excess baggage, shipments and insurance (see also Special entitlements for staff members serving at designated duty stations)	16, 49
Exchange of United Nations documents and publications	26, 33
Executive Office of the Secretary-General	16, 46
Exhibits Committee: United Nations	10, 31, 36, 47
*Expenses	49
Expenses: Terminal — see Official travel	
External publishing of United Nations manuscripts	27, 33
Family and child support obligations of staff members	15, 41
Family leave, maternity leave and paternity leave	19, 40
Family visit travel	22, 49
Field Central Review Bodies	39, 44, 47
Field Service category:	
Mission subsistence allowance	23, 38, 45, 49
Movement to Professional category	39, 45
*Salary scales and payments	43
Filing of adverse material in personnel records	29, 42
*Finance	34
*Financial arrangements	34
Financial disclosure and declaration of interest statements	11, 35, 41
*Financial Regulations and Rules	35
Financial Regulations and Rules of the United Nations	7, 35
Financial Regulations and Rules: Habitat and Human Settlements Foundation	35
Financial responsibility of staff members for gross negligence	20, 35, 41-42
Financial Rules of the Fund of the United Nations Environment Programme	35
Flag Code and Regulations: United Nations	24, 49
Flexible working arrangements	13, 40, 42
Forms management programme	29, 36
*Garage	31
Garage Review Board	31, 47
Gender equality: Policies to achieve	26, 37, 39
General Assembly and Conference Management: Organization of the Department for	11, 44, 46, 48
*General office procedures	36

	Page
General trust funds	29, 36
Gifts and historical items: Preservation and disposition of	24, 32, 41
Gratis personnel	22, 39
Grievance panels: see Panels on Discrimination and Other Grievances	
Grounds passes: Wearing of	25, 31, 42
Guidelines for the acceptance of pro bono goods and services	11, 41-42
Guidelines for the preparation of host Government agreements	21, 30, 33
Hardship allowance: Mobility and	18, 38
Harassment: Prohibition of discrimination, including sexual harassment and abuse of authority	10, 41-42, 45
Health and Life Insurance Committee at Headquarters	25, 42, 47
High Commissioner for Human Rights: Office of the United Nations	16, 46
High Commissioner for Refugees: Office of the United Nations	16, 46
HIV/AIDS: see United Nations personnel policy on	
Home leave	16, 38, 40, 49
Hospitality: Official	21, 35, 38, 42
Host Government agreements falling under General Assembly resolution 40/243: Guidelines for the preparation of	21, 30, 33
Household goods: Storage of personal effects and — see Excess baggage, shipments and insurance	
*Human resources	37
Human Resources Management: Office of	8, 46
Human Rights: Office of the United Nations High Commissioner for	16, 46
Human Settlements: United Nations Centre for	45
Humanitarian Affairs: Office for the Coordination of	15, 46
Identification cards: Personal	30-31, 43
Implementation of the report of the Panel on United Nations Peace Operations — filling of new posts	14, 39
Improvement of programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	
Independent Inquiry Committee (Independent inquiry into the oil-for-food programme)	47
Information and Communications Technology Board	13, 32, 47-48
Information and communication technology initiatives	20, 32, 35-36, 47-48
Information and communication technology resources and data: Use of	13, 32, 36, 48
Information circulars	15-16, 36, 43

	Page
Information sensitivity, classification and handling	8, 10, 33, 36
Initiation, approval and execution of the United Nations biennial publication programme	33
*Institutes	45
Insurance: Excess baggage, shipments and	16, 49
*Insurance: Medical and other	42
Integrated Management Information System	25, 35-36, 42
Integrity awareness initiative	12, 41, 43
Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	11, 19, 32, 34, 45
Internal Oversight Services: Office of	13, 20, 25, 30, 46
International agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and	14, 36-37
International civil service: Security, safety and independence of the	25, 31-32, 37, 42
International Drug Control Programme	25, 35, 46, 48
International humanitarian law: Observance by United Nations forces of	15, 45
International Research and Training Institute for the Advancement of Women	25, 45, 48
International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications: Use of the	28, 34
Internet publishing: United Nations	34, 36, 48
Internship programme: United Nations	17, 43
Introduction of staggered working hours	30, 40
Issuances: Administrative	7, 9, 15, 36
*Job classification system	41
Joint Harassment Prevention Boards	10, 37, 47
Joint Inspection Unit: Death and disability coverage for members of the	28, 32
Joint Negotiation Committee at Headquarters	10, 37, 44, 47
Joint Negotiation Committee for the Field	10, 44, 47
Jury duty: see Recording of attendance and leave	19, 22, 40
Laissez-passer	42
Language proficiency and language incentives	22, 44
Latin American Institute for Economic and Social Planning	24, 34, 45, 48
League of Nations archives: Access to	24, 32

	Page
Learning and development policy	9, 44
Leave: Home	16, 38, 40, 49
*Leave and working hours: Attendance,	40
Leave for upgrading of substantive and technical skills	18, 40, 44
Legal Affairs: Office of	10, 46
Legal obligations of staff members: Private	22, 35, 41
Libraries: Depository	27, 33
*Library	44
Library services	28, 44
Life insurance	21, 42
Life Insurance Committee at Headquarters: Health and	25, 42, 47
Lost and found property: security of valuable articles	28
*Mailing: Communications, correspondence and	32
Mailing lists and registers: Confidentiality of	32, 36
Mailing of official United Nations documentation	27, 34
Malicious acts insurance policy: Payment of insurance proceeds under the	12, 42, 45
Managed Reassignment Programme	19, 36, 39
Managed Reassignment Programme for Junior Professional Staff	21, 36, 39, 44
Management: Department of	9
Management Group: Senior	8, 47
Management of property	16
Management Performance Board	7, 47
Maps: Guidelines for the publication of	28, 34
Material and package passes	28, 31, 48
Maternity leave: Family leave and paternity leave	19, 40
Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	27, 34
Medal: Regulations for the United Nations (for award to military personnel)	24, 44
Medal: Regulations for the United Nations Dag Hammarskjöld	15, 44
*Medical and other insurance	42
Medical evacuation	24, 44, 49
Medical examinations for family members: Reimbursement of costs of basic — see Special entitlements for staff members serving at designated duty stations	
Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	16, 42

	Page
Medical clearances and examinations	39
Memorial and Recognition Fund: United Nations	9, 38
Mention of names of commercial firms in United Nations documents and publications	27, 34
Mission subsistence allowance (see also Allowances, entitlements and grants)	23, 38, 45, 49
*Missions	44
Mobility and hardship scheme	18, 38
Movement of staff from the Field Service category to the Professional category	39, 45
New nomenclature for staff of the United Nations	14, 36, 44
Newsletters and other information materials in printed or electronic format	27, 34
Non-governmental organizations and the United Nations Secretariat: Policies and procedures governing the relationship between	25, 45, 48
Non-reimbursable loans of personnel services from sources external to the United Nations common system	28, 35
Non-resident's allowance: see Rental subsidies and deductions	
Non-smoking policy at United Nations Headquarters, New York	13, 31
*Obligations: Duties and	41
Obligations of staff members	41
Observance by United Nations forces of international humanitarian law	15, 45
Office at Geneva: United Nations	14, 46
Office at Nairobi: United Nations	9, 46
Office at Vienna: United Nations	12, 46
Office for Disarmament Affairs	10, 45
Office on Drugs and Crime: Organization of the United Nations	12, 46
Office for the Coordination of Humanitarian Affairs	15, 46
Office of Administration of Justice: Organization and terms of reference of the	9, 37-38, 46, 48
Office of Central Support Services	7, 45
Office of Human Resources Management	8, 46
Office of Internal Oversight Services	13, 20, 25, 30, 46
Office of Legal Affairs	10, 46
Office of Programme Planning, Budget and Accounts	13
Office of Staff Legal Assistance	47
Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States: Organization of the United Nations	10, 46

	Page
Office of the Special Adviser on Africa	13
Office of the United Nations High Commissioner for Human Rights	16, 46
Office of the United Nations High Commissioner for Refugees	16, 46
*Office procedures: General	36
Official cars	19, 48-49
Official hospitality	21, 35, 38, 42
Official status files	36
Official travel	17, 35, 49
Ombudsman: Office of the	14, 37-38, 47
Organization of the Secretariat of the United Nations	7
Organization of the United Nations Office for Partnerships	9, 46
Organizational competencies for the future	15, 44-45
*Organizational structure	45
Out-of-stock material: Reissue of	27, 34
Outgoing official United Nations mail at Headquarters	29, 33
Outside activities	22, 41
Overpayments made to staff members: Recovery of	19, 35, 43
Oversight Services: Office of Internal	13, 20, 25, 30, 46
Overtime compensation for staff members in the Field Service category at established missions	21, 35, 43, 45
Package passes: Material and	28, 31, 48
Panel on United Nations Peace Operations — filling of new posts: Implementation of the report of the	14, 39
Parking rates: see United Nations garage	
Participants in advisory meetings	17, 39
Part-time employment	29, 39
*Passes	31
Paternity leave: Family leave, maternity leave and	19, 40
Payment of income taxes to the United States tax authorities	23, 44
Payment of insurance proceeds under the malicious acts insurance policy	12, 42, 45
Peacekeeping Operations: Department of	8, 46
*Pensions, post-retirement services and employment beyond retirement	43
Performance Appraisal System — see Performance Management and Development System	
Performance Management and Development System	18

	Page
Personal identification cards	30-31, 43
Personal status for purposes of United Nations entitlements	13, 38, 42, 49
Personnel payroll clearance action	26, 35-36, 42
Personnel policy on HIV/AIDS: United Nations	15, 42
Personnel record cards: Maintenance of	26, 36, 42
Placement and promotion	25, 39, 44
Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	25, 45, 48
Policies for obtaining the services of individuals on behalf of the Organization	24, 39
Policies to achieve gender equality in the United Nations	26, 37, 39
Policy Committee/Management Committee	47
Policy governing assignment to and return from mission detail	26, 30, 39, 41, 44-45
Political Affairs: Department of	9, 46
*Post adjustment	43
Post-employment restrictions	11, 36, 41-42
*Post-retirement services and employment beyond retirement: Pensions	43
*Pouch	33
*Premises and security: Buildings	31
Preservation and disposition of gifts and historical items	24, 32, 41
Prevention of workplace harassment, sexual harassment and abuse of authority	12, 39
Pricing of United Nations publications	27, 34
Private legal obligations of staff members (see also Duties and obligations)	22, 35, 41
Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	25, 37
Procedures for the promulgation of administrative issuances: see Administrative issuances	
Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels: see Senior Review Group	
Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	14, 36-37
Professional and higher categories	43
Programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of	
Programme Planning, Budget and Accounts: Office of	13
Programme support accounts	29, 36

	Page
Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority	10, 41-42, 45
Project Review Committee	47
*Promotion: Appointments, placement and	38
Promotion policy and review: see Placement and promotion	
*Property and supplies	48
Property management at United Nations Headquarters	31, 36, 48
Property records maintenance	48
Property Survey Board	48
Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	12, 31, 37, 41
*Protocol	49
Public Information: Department of	15
*Publications: Documents and	33
Publications Board	8, 33, 47
Publishing in an electronic format: guidelines for	28, 33-34, 37, 48
Reassignment Programme for Junior Professional Staff: Managed	21, 36, 39, 44
Recording of attendance and leave	19, 22, 40
Record-keeping and the management of United Nations archives	10, 32
*Records: Archives and	32
Records and archives of the United Nations Monitoring, Verification and Inspection Commission	9, 32, 42
Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	11, 19, 32, 34, 45
Records of the United Nations Compensation Commission	10, 42, 47
Recovery of overpayments made to staff members	19, 35, 43
Recruitment procedures for Professional staff	39
Rectification of date of birth or of other personal data: Request for	18, 41-42
Recuperation: Rest and	38, 40
Reduction in energy consumption	29, 31, 48
Reference centres: Establishment and maintenance of branch libraries and	44
References and acknowledgements (in United Nations publications and documents)	28, 34
Refugees: Office of the United Nations High Commissioner for	16, 46
Regional Commissions Liaison Office	25, 46

	Page
Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	26, 49
Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	29, 31, 40
*Regulations and Rules: Financial	35
Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	36
*Regulations and Rules: Staff	43
*Regulations for the control and limitation of documentation	33
Regulations for the United Nations Dag Hammarskjöld medal	15, 44
Regulations for the United Nations medal	24, 44
Regulations for the United Nations Peacekeeping Force in Cyprus	33
Reimbursement for travel by private motor vehicle	38, 49
Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations	
Reissue of out-of-stock material	27, 34
Release of staff members in bad weather or other emergency conditions: see Recording of attendance and leave	
Relief and Works Agency for Palestine Refugees in the Near East: United Nations	14, 47
Relief committees: United Nations staff — see Solicitation of voluntary contributions within the Secretariat	
Rental subsidies and deductions	17, 38
Repatriation grant	22, 38
Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	30, 35, 37-38, 41, 46
Representation by counsel in disciplinary and appeals cases — see Administration of Justice	
Requests for document services	27, 34
Rest and recuperation	18, 38, 40
Retention in service beyond the mandatory age of separation and employment of retirees	20, 40, 43
*Revenue-producing activities	36
Revised disciplinary measures and procedures	30, 38
Road and driving safety	45, 49
Rules: Financial Regulations and	35
*Rules: Staff Regulations and	43

	Page
Rules governing compensation in the event of death, injury or illness	23, 32, 43
Sabbatical leave programme	16, 40, 44
*Safety	31
Salaries and allowances: Currency and modalities of payment of	21, 34, 38, 41, 43
Salary: Direct deposit of — see Currency and modalities of payment of salaries and allowances	
Salary differential for General Service staff in the language text-processing units in the Text-Processing Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	29, 35, 38, 43
*Salary scales and payments	43
Scheduling of meetings and provision of conference services	28, 33
Scheme of social security for the staff	38, 43
Secretariat of the United Nations: Organization of the	7
*Secretariat boards and committees	47
Secretariat buildings: see Buildings, premises and security	
*Secretariat departments and units	45
Secretariat of the Economic and Social Commission for Asia and the Pacific	12, 46
Secretariat of the Economic and Social Commission for Western Asia	9, 46
Secretariat of the Economic Commission for Africa	12, 46
Secretariat of the Economic Commission for Europe	10, 46
Secretariat of the Economic Commission for Latin America and the Caribbean	14, 46
Secretariat of the United Nations Conference on Trade and Development	16, 45
Secretariat of the United Nations Environment Programme	11
Secretariat of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	14, 47
Secretary-General: Executive Office of the	16, 46
Secretary-General's bulletins: see Administrative issuances	
Secretary-General's records and archives: see United Nations archives and records management	
Secure telecommunications equipment	25, 31, 33, 37, 48
*Security	31
Security arrangements for admission to United Nations Headquarters	30-32, 44
Security of valuable articles	28
Security and Safety Service at Headquarters: testing for use of illegal drugs and controlled substances	20, 31-32, 42-43
Security, safety and independence of the international civil service	25, 31-32, 37, 42

	Page
Senior Advisory Board on Services to the Public: Establishment of a	12, 35
Senior Management Group	8, 47
Senior Review Group	8, 40, 47
Sexual harassment: Prohibition of discrimination, harassment, and abuse of authority	10, 41-42, 45
Shipments and insurance: Excess baggage: see Special entitlements for staff members serving at designated duty stations	
Sick leave	19, 40
Skills: Upgrading of substantive and technical	18, 40-41, 44
Smoking at United Nations Headquarters	42
Social security for the staff: Scheme of	38, 43
Solicitation of voluntary contributions within the Secretariat	26, 35
Special Adviser on Africa: Office of the	13
Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	20-21, 40, 44
Special conferences: Planning, preparation and servicing of	24, 33
Special entitlements for staff members serving at designated duty stations	22, 38, 49
Special measures for protection from sexual exploitation and sexual abuse	13, 41-42
Special measures for the achievement of gender equality	22, 40
Special post allowance	22, 38, 40
Special post allowance for field mission staff	20, 38, 40, 43, 45
Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories	
Split shipments: see Excess baggage, shipments and insurance	
*Staff Regulations and Rules	43
Staff Regulations	7, 43
*Staff relations: Administration	37
Staff relief committees: United Nations — see Solicitation of voluntary contributions within the Secretariat	
Staff representatives: Facilities to be provided to	29, 37
Staff Rules	7, 43
Staff selection system	13, 18, 40
Staff-Management Committee	8, 17, 37, 48
Staff-management relations	24, 37
Standard of accommodation: see Official travel	

	Page
Status, basic rights and duties of United Nations staff members	14, 41
Steering Committee for the Improvement of the Status of Women in the Secretariat	15, 37, 48
Stock review and disposal of official records and publications	27, 34
Studies programme: see Upgrading of technical and substantive skills	
Subsistence allowance: see System of daily subsistence allowance	
Substance abuse: Employee assistance in cases of alcohol	30, 41-42
*Supplies: Property and	48
Supply to the United Nations libraries of material not available through the regular distribution channels	27, 34, 44
Support Services: Office of Central	7, 45
System for the classification of posts	23, 41
System of daily subsistence allowance	17, 38, 49
*Taxes: United States	44
Taxi fares	29, 35, 42
Technical cooperation trust funds	29, 36
Technology Board: Information and Communications	13, 32, 47-48
Telecommunications equipment: Secure	25, 31, 33, 37, 48
Temporary staff and individual contractors	39-40
Terminal expenses: see Official travel	
Termination of appointment for reasons of health	22, 40
Termination of permanent appointment for unsatisfactory services: procedure to be followed	28, 40
Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	20, 31-32, 42-43
Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions	
Time, attendance and leave recording: see Recording of attendance and leave, Family leave, maternity leave and paternity leave and Sick leave	
Timetable for the planning and submission of documents for sessions of United Nations organs	28, 34
Tort Claims Board	48
Tort claims: Resolution of	25, 32
*Training, career development and examinations	43
Transitional measures related to the introduction of the new system of administration of justice	9, 37-38, 46, 48

	Page
Transportation of privately owned automobiles: see Excess baggage, shipments and insurance	
*Travel and transportation	49
Travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	23
Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to	14, 36-37
*Trust funds and special accounts	36
Unaccompanied shipments and insurance coverage for personal effects and household goods: see Excess baggage, shipments and insurance	
United Nations archives and records	25, 32
United Nations Bookshop service for staff members	29, 31, 36, 41
United Nations Centre for Human Settlements (Habitat)	45
United Nations Conference on Trade and Development	16, 45
United Nations Dispute Tribunal	48
United Nations emblem on documents and publications: Use of	27, 34
United Nations Environment Programme: Secretariat of the	11
United Nations Exhibits Committee	10, 31, 36, 47
United Nations Flag Code and Regulations	24, 49
United Nations forces: see Observance by United Nations forces of international humanitarian law	
United Nations garage	30-31
United Nations High Commissioner for Human Rights: Office of the	16, 46
United Nations High Commissioner for Refugees: Office of the	16, 46
United Nations International Drug Control Programme	25, 35, 46, 48
United Nations Internet publishing	34, 36, 48
United Nations internship programme	17, 43
United Nations Learning Advisory Board: see Learning and development policy	
United Nations Monitoring, Verification and Inspection Commission: Records and archives	9, 32, 42
United Nations Memorial and Recognition Fund	9, 38
United Nations Office at Geneva	14, 46
United Nations Office at Nairobi	9, 46
United Nations Office at Vienna	12, 46
United Nations Office on Drugs and Crime: Organization of the	12, 46

	Page
United Nations Peace Operations — filling of new posts: Implementation of the report of the Panel on	14, 39
United Nations Peacekeeping Force in Cyprus: Regulations for the	23, 36, 45
United Nations personnel policy on HIV/AIDS	15, 42
United Nations Population Fund (UNFPA): Authority in matters relating to human resources	12, 40
United Nations premises for meetings, conferences, special events and exhibits: Use of	30-31, 33, 44
United Nations Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the	14, 47
United Nations Research Institute for Social Development	24, 34, 45, 48
United Nations Staff Relief Committees: see Solicitation of voluntary contributions within the Secretariat	
United Nations web sites: see United Nations Internet publishing	
*United States taxes	44
*Units servicing voluntary programmes	48
Upgrading of substantive and technical skills	18, 40-41, 44
Use and disposition of papers and reports of seminars and similar ad hoc meetings	28, 34
Use of airmail envelopes	33
Use of Dag Hammarskjöld Memorial Library building	26, 31, 44
Use of information and communication technology resources and data	13, 32, 36, 48
Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	28, 34
Use of the United Nations emblem on documents and publications	27, 34
Use of United Nations premises for meetings, conferences, special events and exhibits	30-31, 33, 44
Use of United Nations resources and proposals for improvement of programme delivery: Reporting of inappropriate	30, 35, 37-38, 41, 46
Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	26, 40
Visa Committee	15, 44, 48
Visa status of non-United States staff members serving in the United States	22, 44
*Visas	44
Voluntary contributions within the Secretariat: Solicitation of	26, 35
*Voluntary programmes: Units servicing	48

	Page
WAE contracts: see Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	
Wearing of grounds passes	25, 31, 42
Weather: Release of staff members in bad — see Recording of attendance and leave	
Websites, United Nations: see United Nations Internet publishing	
Women in the Secretariat:	
Special measures for the achievement of gender equality	22, 40
Steering Committee for the Improvement of the Status of Women in the Secretariat	15, 37, 48
UN-Women	8, 40, 48
Word-processing qualifications: Test for basic	30, 44
Working Group on Relations between Non-Governmental Organizations and the Secretariat and United Nations Programmes	48
*Working hours: Attendance, leave and	40
Working hours: introduction of staggered working hours at Headquarters	30, 40
Working languages of the Secretariat	25, 37, 42
Workload estimates: Documentation	27, 34
Young professionals programme	8, 17, 44

16-02443 (E) 150316

Please recycle

ST/IC/2016/2

United Nations

Index to information circulars

January 2016

Please recycle

Introduction

1. The present index to information circulars lists in alphanumeric order by symbol, together with date and subject matter, all circulars that have been issued at United Nations Headquarters since January 2015. The index is issued annually.

2. The index comprises the following sections:

   (a) Information circulars, by alphanumeric symbol, issued in 2015;

   (b) Information circulars listed according to subject matter.

3. The index should be read in conjunction with the index to administrative issuances (ST/IC/2016/1), which contains issuances issued under the ST/SGB/- series and the ST/AI/- series.

4. Copies of the index are available through official distribution. The index is also archived in the Official Document System, and is included in the Human Resources Handbook.

5. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Human Resources Policy Service, Office of Human Resources Management, Secretariat Building, Room S-1911, 19th Floor, New York, N.Y. 10017. They can also be sent by fax to 212-963-3898.

1 January 2016

Contents

		Page
A.	Information circulars, by alphanumeric symbol, issued in 2015	5
B.	Information circulars listed according to subject matter	7
I.	Buildings, premises and security	7
II.	Claims	7
III.	Communications, archives and records	7
IV.	Conferences	8
V.	Documents and publications	8
VI.	Finance	9
VII.	General office procedures	9
VIII.	Human resources	10
1.	Administration-staff relations	10
2.	Allowances, entitlements and grants	10
3.	Appeals	11
4.	Appointments, placement and promotion	12
5.	Attendance, leave and working hours	12
6.	Delegation of authority	12
7.	Disciplinary matters	13
8.	Duties and obligations	14
9.	Job classification system	15
10.	General	16
11.	Medical and other insurance	16
12.	Pensions, post-retirement services and employment beyond retirement	17
13.	Post adjustment	17
14.	Salary scales and payment	17
15.	Staff regulations and rules	17
16.	Training, career development and examinations	18
17.	United States taxes	18
18.	Visas	18
IX.	Library	19
X.	Missions	19

XI. Organizational structure 19
XII. Property and supplies 19
XIII. Protocol 20
XIV. Travel and transportation 20

Index to information circulars

A. Information circulars, by alphanumeric symbol, issued in 2015

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2010/19/Rev.1	29/9/15	Human Resources Handbook	Expiration date: in effect until further notice
ST/IC/2015/1	1/15	Index to administrative issuances	Expiration date: in effect until further notice
ST/IC/2015/2	1/15	Index to information circulars	Expiration date: in effect until further notice
ST/IC/2015/3	26/12/14	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: in effect until further notice
ST/IC/2015/4	13/1/15	Membership of the Central Review Board, Committee and Panel at Headquarters	Expiration date: in effect until further notice
ST/IC/2014/4/Amend.1	14/4/15	Membership of the Central Review Board, Committee and Panel at Headquarters	Expiration date: in effect until further notice
ST/IC/2015/5	16/1/15	Designation of duty stations for purposes of rest and recuperation	Expiration date: 30/6/15
ST/IC/2015/5/Amend.1	27/2/15	Designation of duty stations for purposes of rest and recuperation	Expiration date: 30/6/15
ST/IC/2015/6	24/1/15	Payment of 2014 income taxes	Expiration date: 31/12/15
ST/IC/2015/7	19/2/15	Revised base salary scales for staff in the Professional and higher categories and staff in the Field Service category	Expiration date: in effect until further notice
ST/IC/2015/8	2/4/15	Medical insurance plan for United Nations locally recruited staff at designated duty stations away from Headquarters, effective 1 April 2015	Expiration date: in effect until further notice
ST/IC/2015/9	1/5/15	Review of staff claims for dependency benefits for 2014	Expiration date: in effect until further notice
ST/IC/2015/10	18/5/15	Renewal of the United Nations Headquarters-administered health insurance programme, effective 1 July 2015	Expiration date: 30/6/16
ST/IC/2015/11	20/5/15	Home leave	Expiration date: in effect until further notice
ST/IC/2015/12	20/5/15	Language and communications programme at Headquarters — 2015	Expiration date: 31/12/15

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2015/13	5/6/15	E-mail filter upgrade	Expiration date: in effect until further notice
ST/IC/2015/14	9/7/15	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: 31/12/15
ST/IC/2015/15	22/7/15	Designation of duty stations for purposes of rest and recuperation	Expiration date: 31/12/15
ST/IC/2015/16	24/8/15	Change of practice in the cancellation of valid United States visas in the "G" category upon completion of assignment in the United States of America	Expiration date: in effect until further notice
ST/IC/2015/17	24/8/15	Working hours during the seventieth session of the General Assembly for staff members at United Nations Headquarters	Expiration date: 31/12/15
ST/IC/2015/18 and Corr.1	2/9/15 14/9/15	Arrangements for admission to Headquarters during the visit of Pope Francis, the United Nations summit for the adoption of the post-2015 development agenda, the Global Leaders' Meeting on Gender, Equality and Women's Empowerment, the commemoration of the International Day for the Total Elimination of Nuclear Weapons, the general debate of the seventieth session of the General Assembly and the treaty events	Expiration date: 6/10/15
ST/IC/2015/19	2/9/15	Arrangements for admission to United Nations Headquarters during the seventieth session of the General Assembly	Expiration date: 15/9/15
ST/IC/2015/20	11/9/15	Membership of the Senior Review Group	Expiration date: in effect until further notice
ST/IC/2015/21	24/9/15	Exceptional extension of the membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice
ST/IC/2015/22	22/9/15	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2014 to 30 June 2015	Expiration date: in effect until further notice
ST/IC/2015/23	24/11/15	Review for consideration for the granting of a continuing appointment, as at 1 July 2013	Expiration date: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2015/24	4/12/15	Language and communications programme at Headquarters — 2016	Expiration date: 31/12/16
ST/IC/2015/25	8/12/15	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice
ST/IC/2015/26	18/12/15	Official holidays for 2016 at United Nations Headquarters	Expiration date: 31/12/16
ST/IC/2015/27	22/12/15	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: 31/12/16
ST/IC/2015/28	29/12/15	United Nations sabbatical leave programme for 2016	Expiration date: 31/12/16

B. Information circulars listed according to subject matter

I. Buildings, premises and security

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2000/80	18/10/00	United Nations garage: Chairman of the Garage Review Board	Expiration date: in effect until further notice
ST/IC/2009/29	10/8/09	No smoking policy at United Nations Headquarters premises	Expiration: in effect until further notice
ST/IC/2015/19	2/9/15	Arrangements for admission to United Nations Headquarters during the seventieth session of the General Assembly[1]	Expiration date: 15/9/16

II. Claims

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2015/9	1/5/15	Review of staff claims for dependency benefits for 2014	Expiration date: in effect until further notice

III. Communications, archives and records

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2000/89	27/11/00	Procedures governing the dispatch of personal mail from United Nations offices away from Headquarters	Expiration date: in effect until further notice. See also ST/AI/368

[1] For additional information circulars on arrangements for admission to the premises during sessions of the General Assembly, see section A.

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2001/70	21/9/01	Revised rates for telephone and facsimile service using the United Nations global network	Expiration date: in effect until further notice
ST/IC/2003/29	23/4/03	Performance controls of United Nations Internet services	Expiration date: in effect until further notice
ST/IC/2003/35	3/6/03	Registration of e-mail addresses for delivery of pay slips	Expiration date: in effect until further notice
ST/IC/2003/41	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice
ST/IC/2003/64	11/12/03	Personal emergency contact information	Expiration date: in effect until further notice
ST/IC/2005/11	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice
ST/IC/2009/26	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules	Expiration date: in effect until further notice
ST/IC/2014/18	17/7/14	Limitation of automatic forwarding of e-mail messages	Expiration date: in effect until further notice
ST/IC/2014/27	6/11/14	Internet filter upgrade	Expiration date: in effect until further notice
ST/IC/2015/13	5/6/15	E-mail filter upgrade	Expiration date: in effect until further notice

IV. Conferences

No information circulars apply at present.

V. Documents and publications

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2002/70	1/11/02	Availability to Secretariat officials of official documents and publications	Expiration date: in effect until further notice
ST/IC/2006/33	21/8/06	Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2009/26	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules	Expiration date: in effect until further notice

VI. Finance

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2002/13	28/2/02	Budget constraints and support service reductions	Expiration date: in effect until further notice
ST/IC/2013/36	31/12/13	United Nations policy framework for International Public Sector Accounting Standards	Expiration date: in effect until further notice

VII. General office procedures

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1997/11	4/2/97	Electronic mail — directory maintenance and automatic message deletion	Expiration date: in effect until further notice
ST/IC/1999/14	9/2/99	Guidelines for ergonomic workstations and work with computers	Expiration date: in effect until further notice
ST/IC/2002/73	1/11/02	United Nations health and life insurance Internet site	Expiration date: in effect until further notice
ST/IC/2003/29	23/4/03	Performance controls of United Nations Internet services	Expiration date: in effect until further notice
ST/IC/2003/35	3/6/03	Registration of e-mail addresses for delivery of pay slips	Expiration date: in effect until further notice
ST/IC/2003/41	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice
ST/IC/2003/64	11/12/03	Personal emergency contact information	Expiration date: in effect until further notice
ST/IC/2005/11	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice
ST/IC/2006/33	21/8/06	Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2013/17	17/5/13	Changes to the I-94 form (arrival/departure record) for United Nations staff and dependents	Expiration date: in effect until further notice
ST/IC/2013/34	14/11/13	United States revised policies and procedures concerning the authorization of utility tax exemption for the United Nations Secretariat and its eligible staff members	Expiration date: in effect until further notice
ST/IC/2014/11	1/4/14	New procedure for checking the status of United States visa applications	Expiration date: in effect until further notice
ST/IC/2015/16	24/8/15	Change of practice in the cancellation of valid United States visas in the "G" category upon completion of assignment in the United States of America	Expiration date: in effect until further notice

VIII. Human resources

1. Administration-staff relations

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2014/9	28/2/14	Voluntary supplemental funding mechanism for the Office of Staff Legal Assistance	Expiration date: in effect until further notice

2. Allowances, entitlements and grants[2]

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2013/25	30/8/13	Rental subsidies and deductions	Expiration date: in effect until further notice. See also ST/AI/2013/2
ST/IC/2006/60	28/12/06	Relocation grant (lump-sum option for unaccompanied shipments) — Rates	Expiration date: in effect until further notice
ST/IC/2011/15	26/5/11	Threshold percentage for the purpose of calculating rental subsidies	Expiration date: in effect until further notice. See also ST/AI/2013/2 and ST/IC/2013/25
ST/IC/2011/6 and Corr.1	8/3/11	Dependency allowances for staff in the Professional and higher categories and in the Field Service category	Expiration date: in effect until further notice. See also ST/AI/2011/5

[2] For the information circular on special entitlements for staff members serving at designated duty stations, see section A.

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2009/8	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice
ST/IC/2013/6	21/1/13	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/2014/2
ST/IC/2014/12/Rev.1	22/9/14	Education grant and special education grant for children with a disability	Expiration date: in effect until further notice. See also ST/AI/2011/4, Amend.1 and Amend.2, ST/AI/2000/6 and Amend.1
ST/IC/2015/11	20/5/15	Home leave	Expiration date: in effect until further notice. See also ST/AI/2015/2
ST/IC/2015/9	1/5/15	Review of staff claims for dependency benefits for 2014	Expiration date: in effect until further notice
ST/IC/2015/25	8/12/15	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice

3. Appeals

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2011/17	7/6/11	Membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2015/21	24/9/15	Exceptional extension of the membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2004/4	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
ST/IC/2013/16	17/5/13	Internal Justice Council	Expiration date: in effect until further notice
ST/IC/2014/9	28/2/14	Voluntary supplemental funding mechanism for the Office of Staff Legal Assistance	Expiration date: in effect until further notice

4. Appointments, placement and promotion[3]

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2000/86	14/11/00	Multilingualism	Expiration date: in effect until further notice
ST/IC/2005/17	11/3/05	Staff selection system	Expiration date: in effect until further notice
ST/IC/2014/10 and Amend.1	27/2/14 27/5/14	Membership of the Joint Harassment Prevention Boards	Expiration date: in effect until further notice
ST/IC/2015/20	11/9/15	Membership of the Senior Review Group	Expiration date: in effect until further notice. See also ST/SGB/2011/8
ST/IC/2015/23	24/11/15	Review for consideration for the granting of continuing appointment, as at 1 July 2013	Expiration date: in effect until further notice. See also ST/SGB/2011/9 and ST/AI/2012/3

5. Attendance, leave and working hours[4]

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2005/8	26/1/05	Implementation of the change in the annual leave cycle	Expiration date: in effect until further notice
ST/IC/2012/23	14/11/12	United Nations staff efforts to assist those in the City of New York and the surrounding tri-state area who were impacted by the aftermath of Storm Sandy	Expiration date: in effect until further notice
ST/IC/2015/26	18/12/15	Official holidays for 2016 at United Nations Headquarters	Expiration date: 31/12/16
ST/IC/2015/28	29/12/15	United Nations sabbatical leave programme for 2016	Expiration date: 31/12/2016. See also ST/AI/2015/5

6. Delegation of authority

No information circulars apply at present.

[3] For the information circular on membership of the Central Review bodies, see section A.

[4] For the information circular on working hours during sessions of the General Assembly, see section A.

7. Disciplinary matters

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2002/25	29/4/02	Practice of the Secretary-General in disciplinary matters, 2000-2002	Expiration date: in effect until further notice. See also ST/SGB/2013/2
ST/IC/2004/4	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
ST/IC/2004/28	26/7/04	Practice of the Secretary-General in disciplinary matters, 2002-2003	Expiration date: in effect until further notice. See also ST/SGB/2013/2
ST/IC/2005/19	24/3/05	Reporting of suspected misconduct	Expiration date: in effect until further notice
ST/IC/2005/51	30/8/05	Practice of the Secretary-General in disciplinary matters, 1 January 2004-30 June 2005	Expiration date: in effect until further notice
ST/IC/2006/48	31/7/06	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2005-30 June 2006	Expiration date: in effect until further notice
ST/IC/2007/47	31/8/07	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2006-30 June 2007	Expiration date: in effect until further notice
ST/IC/2008/41	15/8/08	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2007-30 June 2008	Expiration date: in effect until further notice
ST/IC/2009/30	18/8/09	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2008-30 June 2009	Expiration date: in effect until further notice
ST/IC/2010/26	7/9/10	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2009 to 30 June 2010	Expiration date: in effect until further notice
ST/IC/2011/20	27/7/11	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2010 to 30 June 2011	Expiration date: in effect until further notice
ST/IC/2012/19	6/9/12	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2011 to 30 June 2012	Expiration date: in effect until further notice
ST/IC/2013/29	18/9/13	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2012 to 30 June 2013	Expiration date: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2014/26	15/10/14	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2013 to 30 June 2014	Expiration date: in effect until further notice
ST/IC/2015/22	22/9/15	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2013 to 30 June 2015	Expiration date: in effect until further notice

8. Duties and obligations

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
ST/IC/2002/38	14/6/02	Privileges and immunities — Requests by local authorities to interview staff	Expiration date: in effect until further notice. See also ST/SGB/2002/13
ST/IC/2003/17	11/3/03	Our core values prohibit discrimination and harassment	Expiration date: in effect until further notice. See also ST/SGB/2002/13
ST/IC/2004/31	6/8/04	Permanent residence in the United States of America — waiver of rights, privileges, exemptions and immunities	Expiration date: in effect until further notice. See also ST/AI/2000/19
ST/IC/2004/38	9/9/04	Host country travel regulations — Iraqi nationals	Expiration date: in effect until further notice
ST/IC/2004/39	9/9/04	Procedures regarding citations for motor vehicle infractions	Expiration date: in effect until further notice
ST/IC/2005/15	8/3/05	Host country travel regulations — Libyan nationals	Expiration date: in effect until further notice
ST/IC/2005/19	24/3/05	Reporting of suspected misconduct	Expiration date: in effect until further notice
ST/IC/2005/59	31/10/05	Host country travel regulations — Russian nationals	Expiration date: in effect until further notice
ST/IC/2005/66	14/12/05	Preparations for a possible transit strike	Expiration date: in effect until further notice
ST/IC/2006/10	31/1/06	Host country travel regulations — Vietnamese nationals	Expiration date: in effect until further notice
ST/IC/2006/30	16/8/06	Outside activities	Expiration date: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2006/31	16/8/06	Honours, gifts or remuneration from outside sources	Expiration date: in effect until further notice
ST/IC/2006/33	21/8/06	Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice
ST/IC/2007/51	26/12/07	New travel regulations for foreign nationals entering Japan	Expiration date: in effect until further notice
ST/IC/2012/23	14/11/12	United Nations staff efforts to assist those in the City of New York and the surrounding tri-state area who were impacted by the aftermath of Storm Sandy	Expiration date: in effect until further notice
ST/IC/2014/21	25/7/14	Hourly wage for household employees on G-5 visas	Expiration date: in effect until further notice
ST/IC/2014/29	18/12/14	Revised procedures for obtaining a driver's licence and testing requirements for licences with a "motorcycle endorsement" for non-United States citizens	Expiration date: in effect until further notice
ST/IC/2015/16	24/8/15	Change of practice in the cancellation of valid United States visas in the "G" category upon completion of assignment in the United States of America	Expiration date: in effect until further notice

9. Job classification system

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2013/21	16/7/13	Membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2015/21	24/9/15	Exceptional extension of the membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also ST/AI/1998/9 and Corr.1 (English only)

10. General

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1999/111	29/12/99	Mental health — Medical and employee assistance facilities	Expiration date: in effect until further notice. See also ST/AI/372
ST/IC/2010/17	10/6/10	After-school recreation and study programme for United Nations children	Expiration date: in effect until further notice
ST/IC/2010/19/Rev.1	29/9/15	Human Resources Handbook	Expiration date: in effect until further notice

11. Medical and other insurance

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
ST/IC/1999/111	29/12/99	Mental health — Medical and employee assistance facilities	Expiration date: in effect until further notice. See also ST/AI/372
ST/IC/2002/63 and Amend.1	27/9/02 14/7/03	United Nations group life insurance plan	Expiration date: in effect until further notice. See also ST/AI/2002/6
ST/IC/2004/4	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
ST/IC/2005/55	4/10/05	New claims administration service from Aetna for medical services rendered outside the United States of America	Expiration date: in effect until further notice. See also ST/IC/2006/22
ST/IC/2006/21	31/5/06	United Nations group life insurance plan	Expiration date: in effect until further notice. See also ST/AI/2002/6 and ST/IC/2002/63
ST/IC/2015/10	18/5/15	Renewal of the United Nations Headquarters-administered health insurance programme, effective 1 July 2015	Expiration date: 30/6/16

12. Pensions, post-retirement services and employment beyond retirement

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2013/9	25/2/13	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/2014/8 and ST/IC/2009/8

13. Post adjustment

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2009/8	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice

14. Salary scales and payments

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2009/8	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice. See also ST/IC/2014/4
ST/IC/2013/9	25/2/13	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/2014/8 and ST/IC/2009/8
ST/IC/2014/13	24/4/14	Revised salary scales for staff in the General Service and related categories at Headquarters	Expiration date: in effect until further notice
ST/IC/2014/21	25/7/14	Hourly wage for household employees on G-5 visas	Expiration date: in effect until further notice
ST/IC/2015/7	19/2/15	Revised base salary scales for staff in the Professional and higher categories and staff in the Field Service category	Expiration date: in effect until further notice

15. Staff regulations and rules

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2009/26	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules	Expiration date: in effect until further notice
ST/IC/2010/31	13/10/10	Index to the Staff Regulations and provisional Staff Rules	Expiration date: in effect until further notice

16. Training, career development and examinations[5]

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2000/86	14/11/00	Multilingualism	Expiration date: in effect until further notice

17. United States taxes[6]

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2012/11	5/4/12	United States income tax requirements as they relate to employment authorization for dependent family members	Expiration date: in effect until further notice

18. Visas

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2001/27 and Amend.1	10/4/01 25/8/08	Visa status in the United States of America	Expiration date: in effect until further notice. See also ST/AI/2000/19
ST/IC/2004/8	27/1/04	United States Visitor and Immigrant Status Indicator Technology	Expiration date: in effect until further notice
ST/IC/2004/14	24/3/04	Filing of petitions for special immigrant classification and/or applications for lawful permanent resident status in the United States of America	Expiration date: in effect until further notice
ST/IC/2004/31	6/8/04	Permanent residence in the United States of America — waiver of rights, privileges, exemptions and immunities	Expiration date: in effect until further notice. See also ST/AI/2000/19
ST/IC/2007/43	22/10/07	Visa status while on mission service	Expiration date: in effect until further notice
ST/IC/2008/11	31/1/08	Revalidation of visas	Expiration date: in effect until further notice
ST/IC/2009/42	1/12/09	Employment of household employees for whom a G-5 visa has been requested or obtained	Expiration date: in effect until further notice. See also ST/IC/2012/7
ST/IC/2014/21	25/7/14	Hourly wage for household employees on G-5 visas	Expiration date: in effect until further notice

[5] For information on the internship programme, see ST/AI/2014/1.

[6] For the information circular on payment of 2013 income taxes, see section A.

IX. Library

No information circulars apply at present.

X. Missions[7]

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2015/27	22/12/15	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: 31/12/16. See also ST/AI/2007/1 and Amend.1

XI. Organizational structure

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2000/80	18/10/00	United Nations garage: Chairman of the Garage Review Board	Expiration date: in effect until further notice
ST/IC/2013/21	16/7/13	Membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2015/21	24/9/15	Exceptional extension of the membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2014/10 and Amend.1	27/2/14 27/5/14	Membership of the Joint Harassment Prevention Boards	Expiration date: in effect until further notice. See also ST/SGB/2008/14
ST/IC/2015/20	11/9/15	Membership of the Senior Review Group	Expiration date: in effect until further notice. See also ST/SGB/2011/8

XII. Property and supplies

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1999/14	9/2/99	Guidelines for ergonomic workstations and work with computers	Expiration date: in effect until further notice
ST/IC/2005/11	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice

[7] For the information circular on classification of duty stations, see section A.

XIII. Protocol

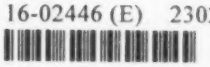
Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2003/41	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice

XIV. Travel and transportation

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
ST/IC/1999/99	29/11/99	Excess baggage, shipments and insurance	Expiration date: in effect until further notice. See also ST/AI/2015/9
ST/IC/2000/70	21/9/00	Medical evacuation	Expiration date: in effect until further notice. See also ST/AI/2000/10
ST/IC/2001/43 and Add.1 Amend.1 Amend.2 Amend.3	13/6/01 7/2/02 27/6/05 24/5/06 10/8/07	Official travel	Expiration date: in effect until further notice. See also ST/AI/2013/3
ST/IC/2003/40	24/6/03	Transportation of privately owned automobiles: list of countries and territories to which such transportation may be partially reimbursed	Expiration date: in effect until further notice. See also ST/AI/2015/1
ST/IC/2004/38	9/9/04	Host country travel regulations — Iraqi nationals	Expiration date: in effect until further notice
ST/IC/2004/39	9/9/04	Procedures regarding citations for motor vehicle infractions	Expiration date: in effect until further notice
ST/IC/2005/15	8/3/05	Host country travel regulations — Libyan nationals	Expiration date: in effect until further notice
ST/IC/2005/59	31/10/05	Host country travel regulations — Russian nationals	Expiration date: in effect until further notice
ST/IC/2006/10	31/1/06	Host country travel regulations — Vietnamese nationals	Expiration date: in effect until further notice
ST/IC/2006/60	28/12/06	Relocation grant (lump-sum option for unaccompanied shipments) — Rates	Expiration date: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2013/17	17/5/13	Changes on the I-94 form (arrival/departure record) for United Nations staff and dependents	Expiration date: in effect until further notice
ST/IC/2014/28	19/11/14	Recent developments concerning the response of the Government of the United States of America to the Ebola epidemic: exit and entry screening of travellers	Expiration date: in effect until further notice
ST/IC/2015/25	8/12/15	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/2014/2

16-02446 (E) 230216



Please recycle